2002-2003

PALM BEACH COMMUNITY COLLEGE

CATALOG

PBCC locations

BELLE GLADE
1977 College Drive
Belle Glade, FL 33430-3699
561-996-PBCC

BOCA RATON
3000 Saint Lucie Avenue
Boca Raton, FL 33431-6490
561-393-PBCC

LAKE WORTH
4200 Congress Avenue
Lake Worth, FL 33461-4796
561-967-PBCC

PALM BEACH GARDENS
3160 PGA Boulevard
Palm Beach Gardens, FL 33410-2893
561-624-PBCC

WEST PALM BEACH
Count and Countess de Hoernle
Historic Building
812 Fern Street
West Palm Beach, FL 33405

www.pbcc.edu

Expect more.

2002-2003

PALM BEACH COMMUNITY COLLEGE

CATALOG

PALM BEACH COMMUNITY COLLEGE
SABIDURIA ES PODER
1933

Expect more.

pbcc
Palm Beach Community College

REGISTRATION CALENDAR

pbcc Palm Beach Community College

2002-2003

	FALL TERM	FALL EXPRESS A (1st 8 Weeks)	FALL 12 WEEKS	FALL EXPRESS B (2nd 8 Weeks)	SPRING TERM	SPRING EXPRESS A (1st 8 Weeks)	SPRING 12 WEEKS	SPRING EXPRESS B (2nd 8 Weeks)	SUMMER C (12 Weeks)	SUMMER A	SUMMER B
	Session 1	*Session 2*	*Session 3*	*Session 4*	*Session 1*	*Session 2*	*Session 3*	*Session 4*	*Session 1*	*Session 2*	*Session 3*
SESSION DATES	AUG 21 - DEC 17	AUG 21 - OCT 16	SEPT 16 - DEC 17	OCT 17 - DEC 17	JAN 6 - MAY 7	JAN 6 - MAR 1	FEB 3 - MAY 7	MAR 10 - MAY 7	MAY 12- AUG 6	MAY 12- JUNE 23	JUNE 25 - AUG 6
EARLY REGISTRATION	JULY 10 - AUG 6	JULY 10 - AUG 6	JULY 10 - AUG 30	JULY 10 - OCT 2	NOV 13- DEC 13	NOV 13 - DEC 13	NOV 13 - JAN 17	NOV 13 - FEB 14	APR 9 - APR 25	APR 9- APR 25	APR 9 - JUNE 10
LATE REGISTRATION	AUG 7-20	AUG 7-20	SEPT 3-13	OCT 3-16	DEC 16- JAN 3	DEC 16 - JAN 3	JAN 21-31	FEB 17-28	APR 28 - MAY 9	APR 28 - MAY 9	JUNE 11-24
CLASSES BEGIN	AUG 21	AUG 21	SEPT 16	OCT 17	JAN 6	JAN 6	FEB 3	MAR 10	MAY 12	MAY 12	JUNE 25
ADD/DROP	AUG 21-27	AUG 21-22	SEPT 16-20	OCT 17-18	JAN 6-10	JAN 6-7	FEB 3-7	MAR 10-11	MAY 12-16	MAY 12-13	JUNE 25-26
LAST DAY TO DROP WITH FULL REFUND	AUG 27	AUG 22	SEPT 20	OCT 18	JAN 10	JAN 7	FEB 7	MAR 11	MAY 16	MAY 13	JUNE 26
INTERNATIONAL ADMISSIONS APPLICATION DEADLINE (F-1 VISAS)	JULY 22	JULY 22	JULY 22	JULY 22	NOV 18	NOV 18	NOV 18	NOV 18	APR 11	APR 11	APR 11
CLAST REGISTRATION DEADLINE	SEPT 6	SEPT 6	SEPT 6	SEPT 6	JAN 17	JAN 17	JAN 17	JAN 17	MAY 2	MAY 2	MAY 2
LAST DAY TO MAKE UP "I" GRADES FROM PREVIOUS TERM	SEPT 19	SEPT 19	SEPT 19	SEPT 19	FEB 4	FEB 4	FEB 4	FEB 4	SEPT 18, 2003	SEPT 18, 2003	SEPT 18, 2003
GRADUATION APPLICATION DEADLINE	SEPT 30	SEPT 30	SEPT 30	SEPT 30	FEB 28	FEB 28	FEB 28	FEB 28	MAY 30	MAY 30	JULY 14
LAST DAY TO WITHDRAW/AUDIT	NOV 4	SEPT 26	NOV 13	NOV 25	MAR 27	FEB 11	APR 7	APR 15	JULY 8	JUNE 9	JULY 23
GRADES AVAILABLE VIA WEB/TELEPHONE	DEC 18	DEC 18	DEC 18	DEC 18	MAY 8	MAR 8	MAY 8	MAY 8	AUG 7	JUNE 24	AUG 7
COMMENCEMENT	DEC 18	DEC 18	DEC 18	DEC 18	MAY 8	MAY 8	MAY 8	MAY 8			
CLAST TEST DATE	OCT 5 REGISTER BY SEPT 6	OCT 5 REGISTER BY SEPT 6	OCT 5 REGISTER BY SEPT 6	OCT 5 REGISTER BY SEPT 6	FEB 15 REGISTER BY JAN 17	FEB 15 REGISTER BY JAN 17	FEB 15 REGISTER BY JAN 17	FEB 15 REGISTER BY JAN 17	JUNE 7 REGISTER BY MAY 2	JUNE 7 REGISTER BY MAY 2	JUNE 7 REGISTER BY MAY 2
STUDENT HOLIDAYS	SEPT 2 OCT 22 NOV 11 NOV 28-29 DEC 18-JAN 1	SEPT 2	OCT 22 NOV 11 NOV 28-29 DEC 18-JAN 1	OCT 22 NOV 11 NOV 28-29 DEC 18-JAN 1	JAN 20 MAR 3-8 MAR 19 APR 18	JAN 20	MAR 3-8 MAR 19 APR 18	MAR 19 APR 18	MAY 26 JULY 4	MAY 26	JULY 4

*Check with instructor for last meeting day of class and examination schedule.

CALENDAR DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE

PBCC students can access their final grades via: Pantherline 561-434-5046 • PantherWeb www.pbcc.edu • FACTS www.facts.org

Courses with session dates other than those listed above will have different add/drop and withdraw/audit deadlines.
Please check with the Registrar's Office for specific deadline dates.

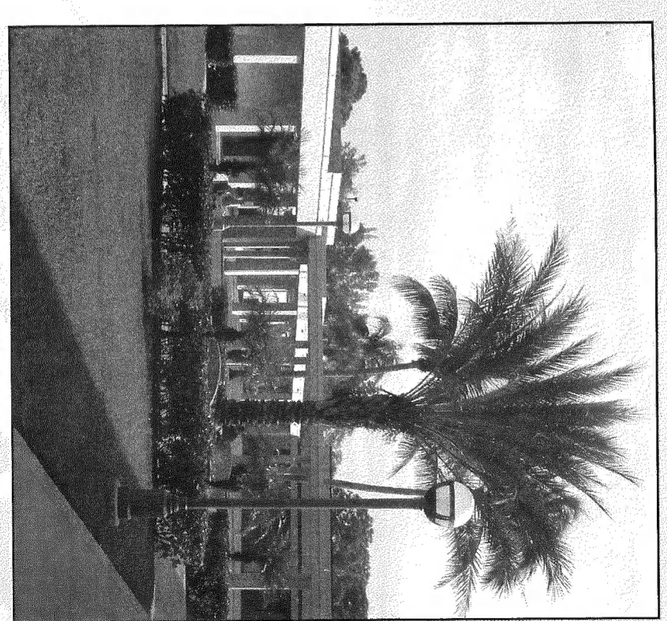
Expect more.

pbcc Palm Beach Community College

Palm Beach Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; Telephone 404-679-4501) to award the associate in arts and associate in science degrees.

The mission of Palm Beach Community College is to provide an accessible and affordable education through a dedicated and knowledgeable faculty and staff, a responsive curriculum and a strong community partnership, which together will enable students to think critically, demonstrate leadership, develop ethical standards and compete effectively in the global workplace.

Palm Beach Community College, a richly diverse comprehensive two-year institution with a history of achievement since 1933, is dedicated to serving the educational needs of the residents of Palm Beach County by providing the associate in arts, associate in science and associate in applied science degrees, professional certificates, workforce development and lifelong learning.



PALM BEACH COMMUNITY COLLEGE

2002—2003 CATALOG

Volume 64-1

About the PBCC Catalog

The Palm Beach Community College Catalog is an information and reference guide on College policies, facilities, degree and certificate programs, course offerings, services and personnel. Since the statements contained in the catalog are for informational purposes only, it should not be considered the basis of a contract between the institution and the student.

Generally, the provisions outlined in the catalog are applicable as stated, but PBCC reserves the right to initiate changes including but not limited to academic requirements for graduation without direct notification to individuals.

Mindful of its responsibility to students, the College is committed to making every possible effort to keep students informed of any changes. Though the College catalog is produced as a reference guide, each student is responsible for keeping apprised of current requirements for graduation for a particular degree program.

PBCC Disability Support

Palm Beach Community College does not discriminate on the basis of disability in the admission or access to, or treatment of employment in, its programs or activities. The following persons have been designated to coordinate compliance with the non-discrimination requirements of the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973:

Disability Support Services/Access
Susan Lang, (561) 868-3375

Employment Access
Ardease Johnson, (561) 868-3114

Facilities Access
John Wasukanis, (561) 868-3615

This publication can be made available in alternate formats to persons with disabilities. Please make requests well in advance of need to:

Susan Lang
Palm Beach Community College
Disability Support Services, MS #55
4200 Congress Avenue
Lake Worth, FL 33461-4796
Telephone: (561) 868-3375 (V/TTY)

Table of Contents

History

Palm Beach Junior College became Florida's first public community college in 1933. The College initially was housed adjacent to Palm Beach High School and was governed by the Palm Beach County Board of Public Instruction until 1969. Today, this original site has been restored with offices and classrooms to serve students in downtown West Palm Beach.

In 1948, under the direction of its first president, Dr. John I. Leonard, the College moved to Morrison Field, now Palm Beach International Airport; it was relocated in 1951 to the Lake Park Town Hall. Finally, in 1956, the Palm Beach County Commission donated a 114-acre site in Lake Worth, and construction began on the College's first permanent campus. Dr. Harold C. Manor assumed the presidency in 1956. Under his direction, the College experienced extraordinary growth in enrollment, staff, course offerings and services, including the addition of many technical and vocational programs. In 1965, Roosevelt Junior College, headed by Britton G. Sayles, merged with PBJC.

By the early 1970s, satellite centers were established in Belle Glade, Boca Raton and Palm Beach Gardens. Between 1974 and 1989, these centers developed, featuring permanent buildings, expanding student populations and complete academic programs. Much of the growth during this time was the result of efforts by Dr. Edward M. Eissey, who was named the College's third president in 1978. He presided over the College's building boom, especially at the Belle Glade, Boca Raton and Palm Beach Gardens locations. In 1988, the College changed its name to Palm Beach Community College to more accurately reflect its comprehensive mission and the expansion of its programs and services. Following Dr. Eissey's retirement in 1996, PBCC Vice President of Administration and Business Affairs Dr. G. Tony Tate, who had served the College for over 39 years, assumed the presidency on an interim basis. Dr. Dennis P. Gallon was named the College's fourth president in 1997.

Under Dr. Gallon's leadership, the College has continued the expansion of its comprehensive mission by adding an array of workforce training programs to meet the changing needs of business and industry. Other areas of focus include designing and implementing a contemporary technology infrastructure to improve the quality of instruction and college operations, expanding distance-learning opportunities through television and the Internet, and creating partnerships with education, business and other institutions and agencies in the community.

Philosophy

Palm Beach Community College, a richly diverse comprehensive two-year institution with a history of achievement since 1933, is dedicated to serving the educational needs of the residents of Palm Beach County by providing the associate in arts, associate in science and associate in applied science degrees, professional certificates, workforce development and lifelong learning.

Mission

The mission of Palm Beach Community College is to provide an accessible and affordable education through a dedicated and knowledgeable faculty and staff, a responsive curriculum and a strong community partnership, which together will enable students to think critically, demonstrate leadership, develop ethical standards and compete effectively in the global workplace.

Beliefs

We believe:

- Students are our first priority.
- Appropriate resources for faculty/staff training and development must be provided to enhance learning.
- The College must be responsive to the needs of the community.
- Lifelong learning enhances the quality of life.
- Strong partnerships enhance the development of the College and the community.
- Each student should leave with skills necessary to achieve individual goals.
- Everyone should have access to an affordable, quality education.
- The College must prepare students for future leadership roles.
- Participation of all members of the College community will enhance the decision-making process.
- Students must be prepared for an ever-changing global environment.
- Providing a quality education is worth the cost and effort.
- Instruction should meet the varying learning styles of students.
- We must hold an uncompromising commitment to excellence.
- Equity and equality of opportunity are essential.
- A safe, supportive and secure College climate is essential.
- Diversity should be embraced as a reflection of society and enhances the educational process.
- The College should prepare students to be responsible and productive members of the community.
- Knowledge of options is essential.
- All of our students are capable of experiencing success.
- Increased student interaction with the College and the community enriches learning.

Accreditation

Palm Beach Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone 404-679-4501) to award the associate in arts and associate in science degrees. Accreditation also has been granted by professional organizations for certain specific programs. This is noted in this catalog on pages where the program is outlined. The absence of such a notation indicates that professional accreditation has neither been sought nor granted.

Memberships

The College is an active member of the American Association of Community Colleges and the Florida Association of Community Colleges, as well as other professional organizations.

Palm Beach Community College Foundation

The Palm Beach Community College Foundation was established in 1973 to encourage, solicit, receive and administer gifts and bequests of property for scientific, educational, developmental and charitable purposes, all for the advancement of Palm Beach Community College and its objectives. All funds and property are subject to the limitations and conditions under which they are received; therefore, funds are restricted for specific uses. The Foundation works in conjunction with departments within the College and with various individuals and agencies within the community and the state. The Foundation provides funding for endowed faculty chairs and raises scholarship funds. Applications for scholarships are available at all locations.

Palm Beach Community College District

LOCATIONS

Courses are offered at PBCC locations in Belle Glade, Boca Raton, Lake Worth and Palm Beach Gardens and through satellite centers at Royal Palm Beach, Wellington and the Count and Countess de Hoernle Historic Building in West Palm Beach. Each location offers general education courses; however, certain programs may not be available at all locations.

BELLE GLADE

Nestled on the banks of a small lake, PBCC in Belle Glade opened in 1972. The permanent facility was built in 1977 and occupied in January 1978. The Belle Glade location offers comprehensive courses for college transfer to four-year institutions as well as vocational, technical and continuing education courses. The 470-seat Dolly Hand Cultural Arts Center at Belle Glade was completed in 1982, and the lobby was expanded in 1996. The theater offers a variety of cultural and entertainment performances and is available for rental by individuals and organizations.

BOCA RATON

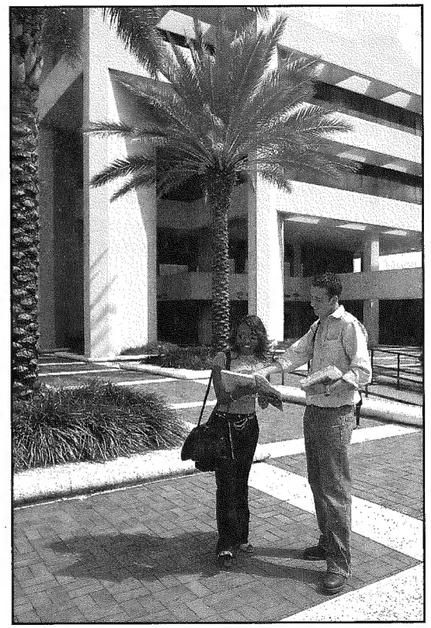
Since 1971, Palm Beach Community College has been serving the greater south Palm Beach County area from its campus in Boca Raton, conveniently located adjacent to Florida Atlantic University. Many students take advantage of the unique partnership between the two institutions to earn a baccalaureate degree at one location. PBCC's Boca Raton campus provides its students with state-of-the-art classrooms and laboratory facilities and full-use privileges at the FAU library. PBCC in Boca Raton offers classes for those seeking a college degree as well as those interested in job training, upgrading of skills and personal enrichment workshops.

LAKE WORTH

The Lake Worth campus, located on Congress Avenue, is PBCC's largest and longest-established campus. Bordered by Lake Osborne and John Prince Park, this campus has accommodated the educational needs of the community for over 40 years. The 114-acre campus houses an extensive selection of programs for those planning to transfer to universities or enter or advance in the workforce. Among the many programs, nursing, paramedic, dental health, hospitality, early childhood, criminal justice, plumbing and electrical apprenticeship, drafting, interior design, graphic design and real estate programs have attracted many students from the community as well as the nation. The spacious Watson B. Duncan III Theatre serves as the campus' performing arts instructional facility and hosts a variety of cultural and entertainment events for the public. Count de Hoernle Student Village, a student apartment housing community that can accommodate over 600 individuals, is available to students interested in walking or biking to and from the Lake Worth campus.

PALM BEACH GARDENS

The Palm Beach Gardens campus opened in 1982 as a permanent, full-time facility offering associate in arts and associate in science degrees and certificate programs. The A.S. degree, for those planning to enter the workforce, is available in computer information systems technology; film, television and video production; legal assisting; environmental horticulture; respiratory care; business; and programs in medical imaging. A 750-seat Edward M. Eissey Theatre presents educational and cultural programs and serves as a training center for the campus theatre program. The campus has a Career Resource Center, a Center for Personalized Instruction, state-of-the-art computer classrooms and laboratories, a 250-seat Alfred W. Meldon Lecture Hall and an art gallery. The Center for Early Learning, a state-of-the-art child care center serving children of PBCC students, employees and the public, opened in 2001.



PBCC at Boca Raton

WHERE TO CALL FOR ASSISTANCE

Admissions
Belle Glade ..... (561) 993-1122
Boca Raton ..... (561) 862-4340
Lake Worth ..... (561) 868-3300
Palm Beach Gardens ..... (561) 207-5324
International Admissions ..... (561) 868-3029

Advisement/Counseling
Belle Glade ..... (561) 993-1167
Boca Raton ..... (561) 862-4312
Lake Worth ..... (561) 868-3036
Palm Beach Gardens ..... (561) 207-5340

Athletics
Lake Worth-College Athletics ..... (561) 868-3006
Belle Glade-Intramurals ..... (561) 993-1131
Boca Raton-FAU Recreation ..... (561) 297-3795
Palm Beach Gardens ..... (561) 207-5051

Bookstore
Belle Glade ..... (561) 993-1173
Boca Raton ..... (561) 862-4360
Lake Worth ..... (561) 868-3284
Palm Beach Gardens ..... (561) 207-5660

Career Information/Guidance
Belle Glade ..... (561) 993-1167
Boca Raton ..... (561) 862-4325
Lake Worth ..... (561) 868-3066
Palm Beach Gardens ..... (561) 207-5350

Career and Technical Education
Belle Glade ..... (561) 993-1168
Boca Raton ..... (561) 862-4700
Lake Worth ..... (561) 868-3539
Palm Beach Gardens ..... (561) 207-5700

Cashier (Bills, Payments or Adjustments)
Belle Glade ..... (561) 993-1132
Boca Raton ..... (561) 862-4612
Lake Worth ..... (561) 868-3250
Palm Beach Gardens ..... (561) 207-5611

Centers for Personalized Instruction
Belle Glade
CPI Lab ..... (561) 993-1125

Boca Raton
CPI Lab ..... (561) 862-4485

Lake Worth
CPI Computer Lab ..... (561) 868-3799
CPI English Lab ..... (561) 868-3794
CPI Math Lab ..... (561) 868-3208
CPI Reading Lab ..... (561) 868-3205

Palm Beach Gardens
CPI English & Reading Lab ..... (561) 207-5210
CPI Math & Computer Lab ..... (561) 207-5200

Deans of Academic Affairs
Boca Raton ..... (561) 862-4410
Lake Worth ..... (561) 868-3218
Palm Beach Gardens ..... (561) 207-5411

Dean of Career and Technical Education
College ..... (561) 868-3700

Dean of Educational Services
Belle Glade ..... (561) 993-1134

Dean of Enrollment Management
College ..... (561) 207-5325

Dean of Student Services
Boca Raton ..... (561) 862-4311
Lake Worth ..... (561) 868-3055
Palm Beach Gardens ..... (561) 207-5310

Disability Services
Belle Glade ..... (561) 993-1125
Boca Raton ..... (561) 862-4316
Lake Worth ..... (561) 868-3046
Palm Beach Gardens ..... (561) 207-5345

Dual Enrollment
Belle Glade ..... (561) 993-1131
Boca Raton ..... (561) 862-4317
Lake Worth ..... (561) 868-3036
Palm Beach Gardens ..... (561) 207-5321

Facility Reservations
Belle Glade ..... (561) 993-1126
Boca Raton ..... (561) 862-4401
Lake Worth ..... (561) 868-3234
Palm Beach Gardens ..... (561) 207-5401

Financial Aid
Belle Glade ..... (561) 993-1131
Boca Raton ..... (561) 862-4330
Lake Worth ..... (561) 868-3330
Palm Beach Gardens ..... (561) 207-5330

Gifts and Donations
Foundation ..... (561) 868-3450

Graduation Applications
Belle Glade ..... (561) 993-1122
Boca Raton ..... (561) 862-4313
Lake Worth ..... (561) 868-3036
Palm Beach Gardens ..... (561) 207-5340

Grievances and Appeals
Belle Glade ..... (561) 993-1134
Boca Raton ..... (561) 862-4310
Lake Worth ..... (561) 868-3036
Palm Beach Gardens ..... (561) 207-5310
ADA/504 Coordinator ..... (561) 868-3375

Honors
Academic Services ..... (561) 862-4652

Housing
Count de Hoernle Student Village ..... (561) 582-9100

Lost and Found
Belle Glade ..... (561) 993-1122
Boca Raton ..... (561) 862-4301
Lake Worth ..... (561) 868-3600
Palm Beach Gardens ..... (561) 207-5600

Information
College Information Center ..... (561) 868-3350

Registrar
Belle Glade ..... (561) 993-1122
Boca Raton ..... (561) 862-4343
Lake Worth ..... (561) 868-3300
Palm Beach Gardens ..... (561) 207-5300
College Registrar ..... (561) 868-3032

Parking Permits
Belle Glade ..... (561) 993-1132
Boca Raton ..... (561) 862-4612
Lake Worth ..... (561) 868-3600
Palm Beach Gardens ..... (561) 207-5600

Scholarships and Loans
Belle Glade ..... (561) 993-1133
Boca Raton ..... (561) 862-4330
Lake Worth ..... (561) 868-3384/3369
Palm Beach Gardens ..... (561) 207-5330

Security
Belle Glade ..... (561) 993-1120
Boca Raton ..... (561) 862-4616
Lake Worth ..... (561) 868-3600
Palm Beach Gardens ..... (561) 207-5600

Student Services
Belle Glade ..... (561) 993-1167
Boca Raton ..... (561) 862-4310
Lake Worth ..... (561) 868-3036
Palm Beach Gardens ..... (561) 207-5310

Testing
Belle Glade ..... (561) 993-1147
Boca Raton ..... (561) 862-4324
Lake Worth ..... (561) 868-3011
Palm Beach Gardens ..... (561) 207-5359

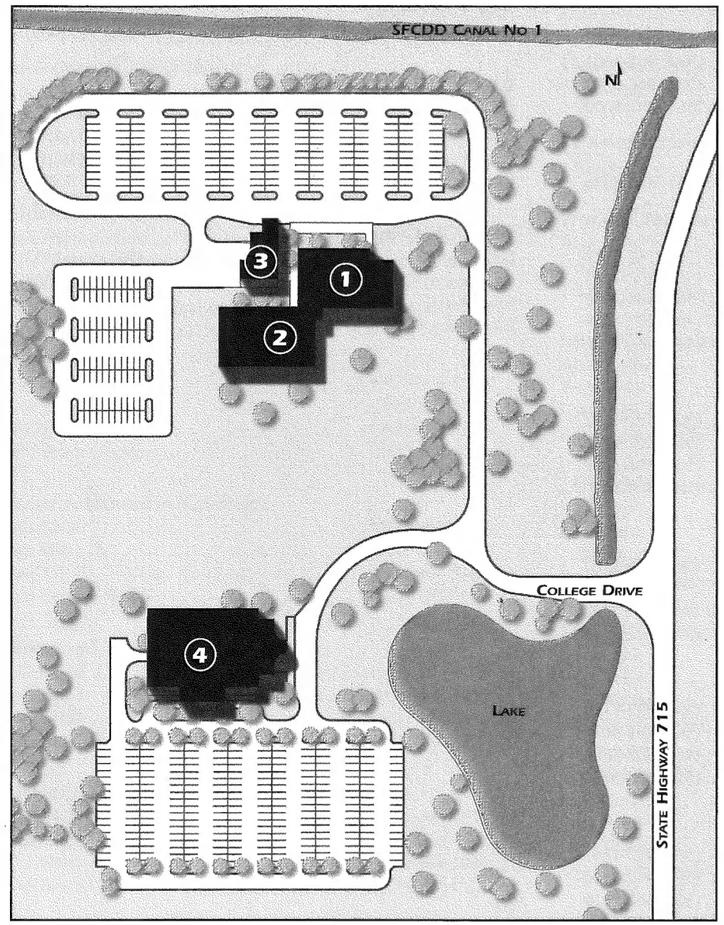
Theatres
Belle Glade
Dolly Hand Cultural Arts Center ..... (561) 993-1160

Lake Worth
Watson B. Duncan III Theatre ..... (561) 868-3309

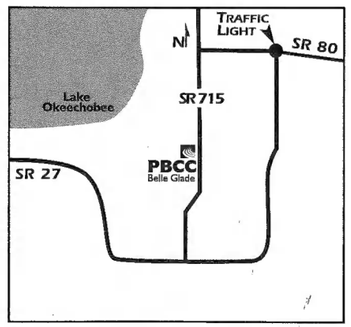
Palm Beach Gardens
Eissey Campus Theatre ..... (561) 207-5900

Work On Campus (Students)
Belle Glade ..... (561) 993-1133
Boca Raton ..... (561) 862-4325
Lake Worth ..... (561) 868-3384/3369
Palm Beach Gardens ..... (561) 207-5330

Work Off Campus (Students)
Belle Glade ..... (561) 993-1133
Boca Raton ..... (561) 862-4325
Lake Worth ..... (561) 868-3067
Palm Beach Gardens ..... (561) 207-5350



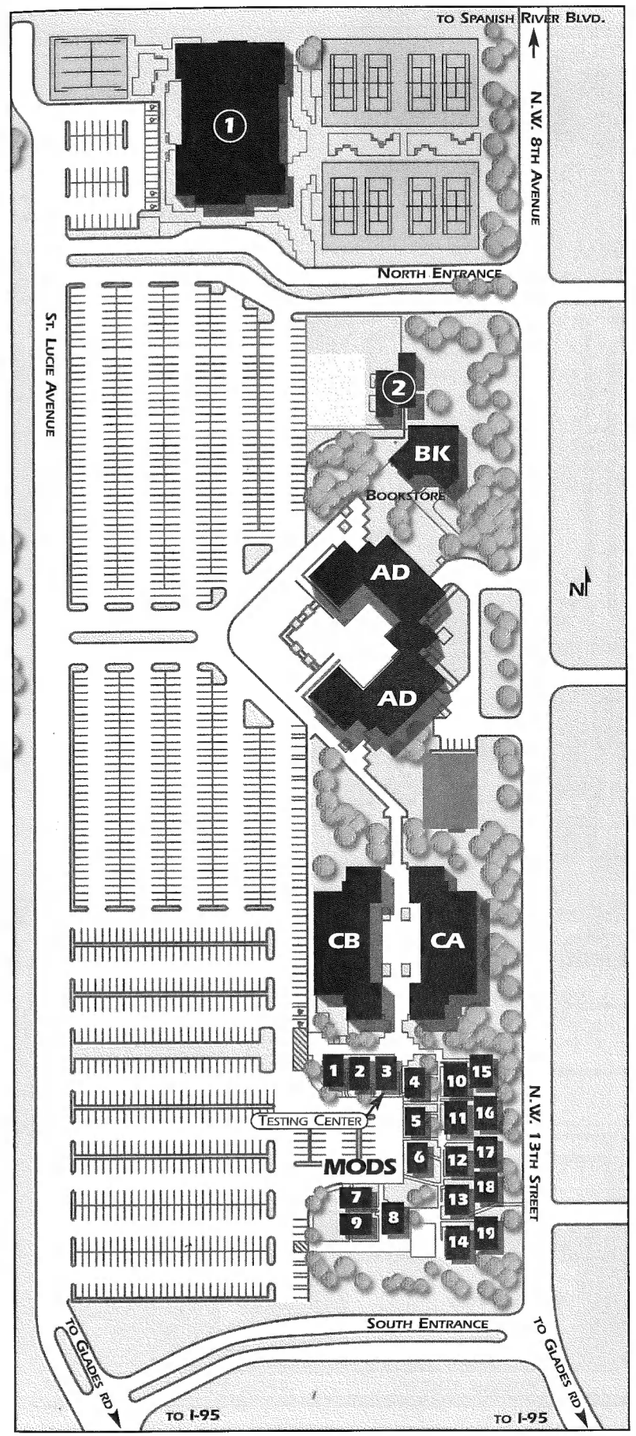
1. Classrooms
   - Library Learning Resource Center
   - Bookstore
2. Registration & Classrooms
   - Administration
   - Testing Center
   - Computer Center
   - Financial Aid
   - Cashier
   - Prep Lab
   - Provost's Office
   - Security
3. Facilities
4. Dolly Hand Cultural Arts Center



DIRECTIONS

From I-95:
Proceed west on Southern Blvd. (State Road 80) approximately 40 miles until you reach Belle Glade. At the first traffic light continue straight ahead. Turn left onto State Road 715 and continue through the business area. PBCC is on the right.

From the Florida Turnpike:
Exit at Okeechobee Blvd. go west to State Road 7. Proceed south on State Road 7 and turn west on Southern Blvd. (State Road 80). 40 miles until you reach Belle Glade. At the first traffic light continue straight ahead. Turn left onto State Road 715 and continue through the business area. PBCC is on the right.



- **AD** - Administration

  1st Floor
  - Admissions/Registration
  - Registrar
  - Counseling
  - Financial Aid
  - Service Center
  - Cafeteria (Computer Cafe)
  - Cashier
  - Career Center
  - Student Organizations

  3rd Floor
  - Computer Resources
  - Career and Technical Education

  4th Floor
  - Dean of Student Services
  - Provost
  - Dean of Academic Affairs
  - District Office of Instruction and Academic Programs

- **BK** - Bookstore
- **CB** - Classroom Building B

  1st Floor
  - Art Studios
  - Science Labs

  2nd Floor
  - Faculty Workroom
  - Center For Personalized Instruction (CPI)
  - Computer Classrooms
  - Media

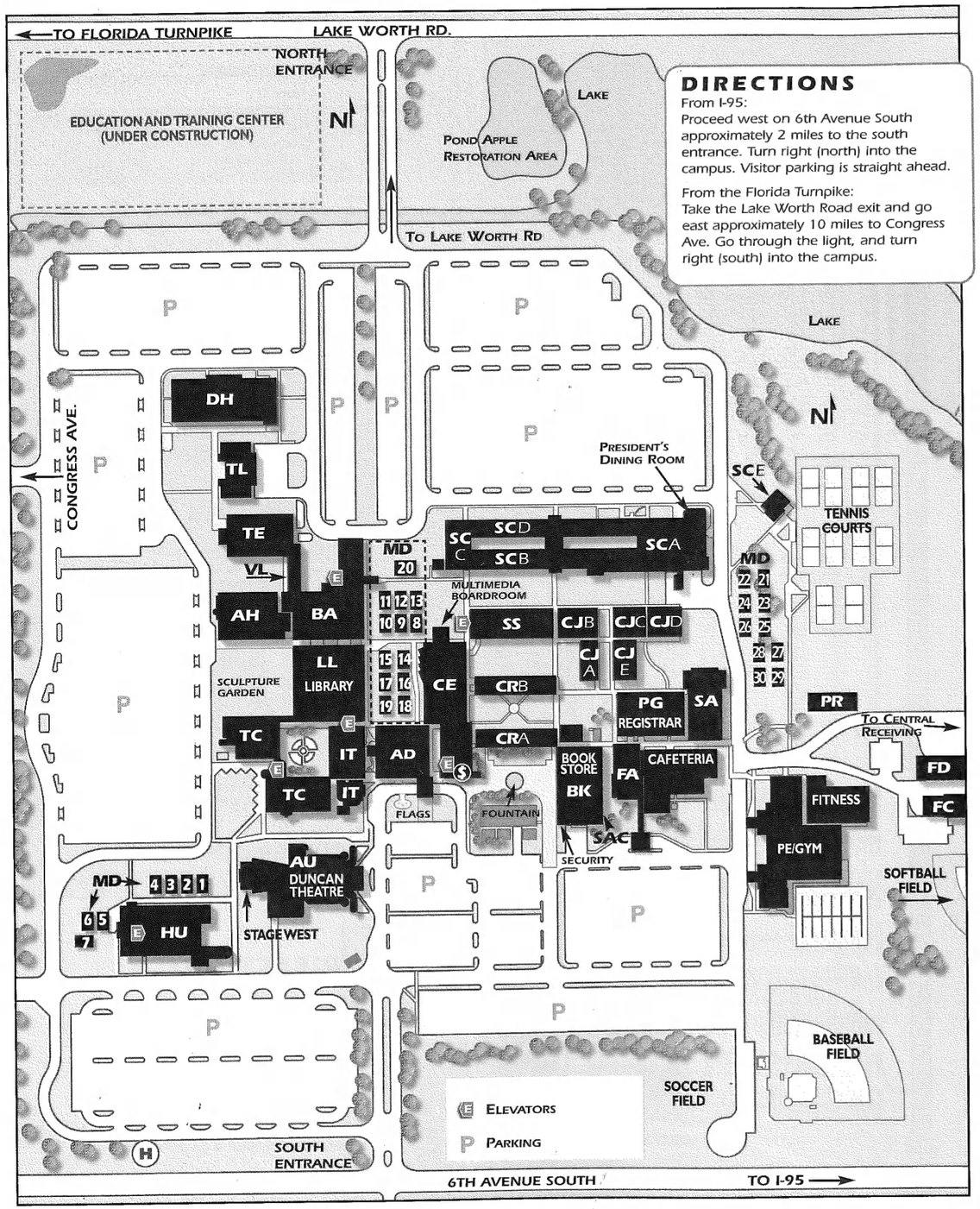
- **CA** - Classroom Building A
- Modular Village
  - Classrooms in MOD 1 - MOD 19
  - MOD 3 - Testing Center
  - Children First

1. Sports Complex
   - Tennis Courts and Racquetball
2. Facilities Department
   - Security

DIRECTIONS

From I-95:
Proceed east on Glades Road to NW 13th St., turn left (north) and enter the FAU Campus. Go approximately 1.5 miles through three stop signs. After the third stop sign (Lee Street), the south entrance to PBCC is on the left.

From Spanish River Boulevard:
Go south on NW 8th Avenue. The north entrance to PBCC is on the right.



AD - Administration/District Offices
G. TONY TATE BLDG.
Human Resources
College Relations and Marketing
District Dean/Workforce Develop.
Grants/Resource Development
Office of the President
Vice Presidents Offices

AH - Allied Health
PHILIP O. LICHTBLAU BLDG.

AU - Auditorium/Theatres
WATSON B. DUNCAN III THEATRE
STAGE WEST

BA - Business Administration

Bookstore

Cafeteria
Upward Bound Office

$ - Cashier's Office

Central Receiving/Facilities

CJA - E Criminal Justice A - E

CRA - General Classrooms A

CRB - General Classrooms B
Children First

CE - Career & Technical Education
PAUL W. GRAHAM BLDG.
Multimedia Boardroom
Temporarily moved to Mods:
Etta Ress/New Dimensions
Florida Institute of Government
Transition to Learning & Careers

DH - Dental Health

FA - Financial Aid
Disabilities Services
Outreach Services
Student support Services

FC - Facilities Central

FD - Facilities District
CLAUDE A. EDWARDS BLDG.

Fitness Center

HU - Humanities
M-21 - M-30 moved temporarily next to the tennis courts

IT - Information Technology

LLRC/LC - Library
HAROLD C. MANOR BLDG.

MD - Modules

M-1 Offices
M-2 Offices
M-3 Transition to Learning & Careers
M-4 Trade & Industrial Programs
M-5 Health Occupations
M-6 CTE Associate Deans/staff
M-7 Etta Ress/New Dimensions
Florida Institute of Government
M-8 - M-20 - See PG-Student Services
M-21 - M-30 See Humanities

PE/GYM - Gymnasium
ELISABETH W. ERLING BLDG.

PG - Student Services Center
PAUL J. GLYNN BLDG.
Moved temporarily into Modules 8 - 20 (see inset)

M-8 Career Center
M-9 Surgical Technology
M-10 Offices
M-11 Offices
M-12 Testing Center
M-13 Offices
M-14 Graduation Office
College Registrar
M-15 Dean of Academic Services
Dean of Student Services
M-16 **Admissions/Registration**
M-17 International Admissions
Limited Access Admissions
M-18 New Student Enrollment
M-19 **Web Registration**
Academic Advising
M-20 Classroom

President's Dining Room

PR - Purchasing Dept/Print Shop

SA -Testing Center - Mod 12 (see inset)

SAC - Student Activities Center

SCA - D Science A - D

SCE - Science E

Security Office

Sports Area
Racquetball, Baseball, Softball and Soccer fields

SS - Social Science
BRITTON G. SAYLES BLDG.

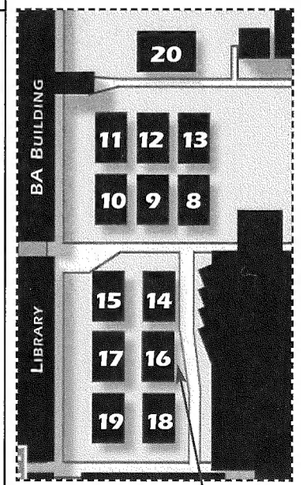
TC - Technology Center
COUNT AND COUNTESS DE HOERNLE BLDG.
Provost's Office
Dean of Academic Affairs
CPI-Math/Reading Lab
Computer Lab
Graphic Design Lab
Academic Support Lab
CAD/Drafting Lab

TE - Technical Education
Electronics Lab
Physics Lab

TL - Technical Laboratory

VL - Vocational Lab

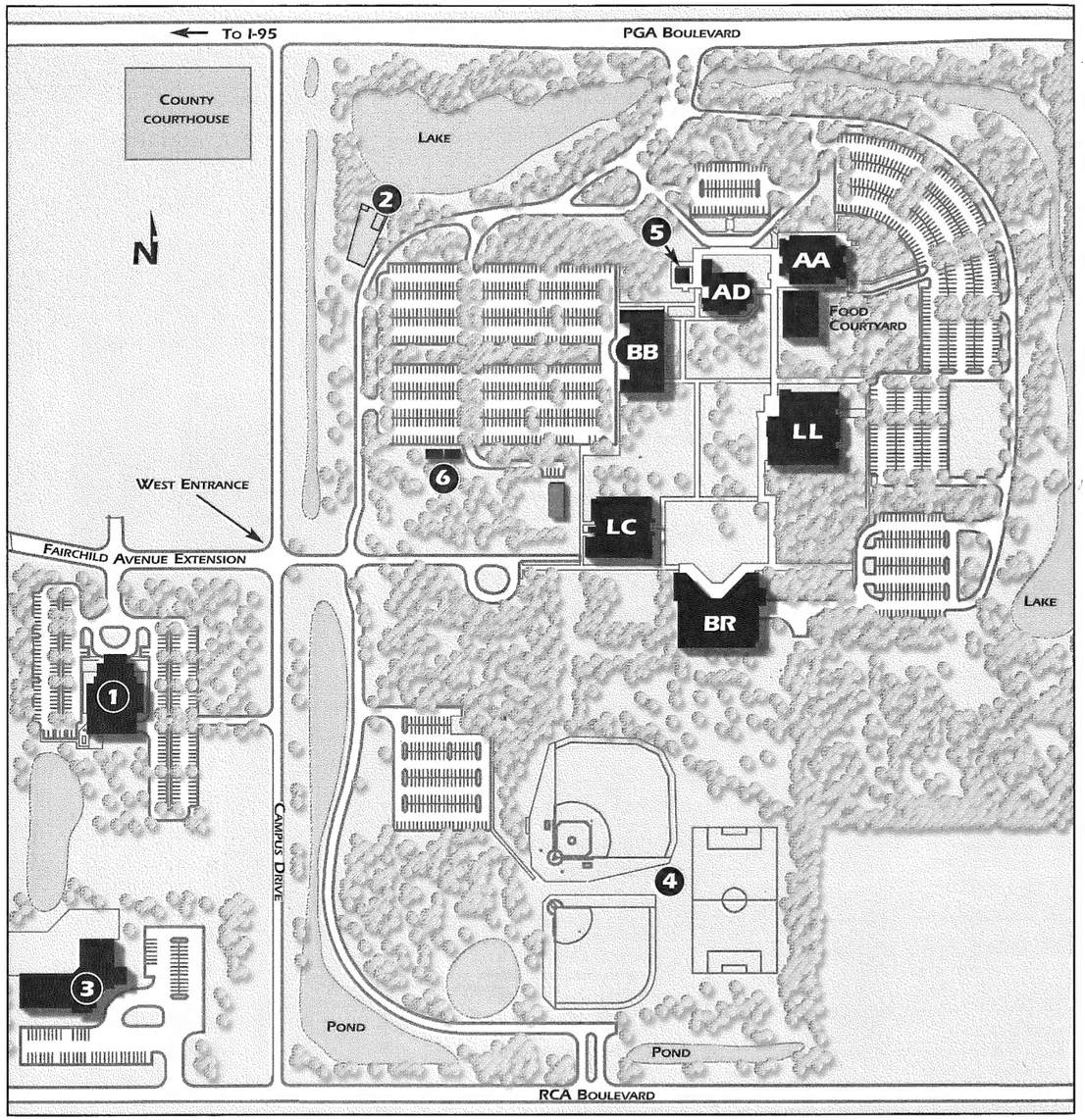
Temporarily moved to the MODs next to the library



Inset from map at left

Due to ongoing construction and renovation, some modules, building descriptions or locations may have changed.

3160 PGA BLVD, PALM BEACH GARDENS, FL 33410-2893 561-624-PBCC



AA - Classroom Building
Faculty Offices
Campus Service Center

AD - Administration
1st Floor:
Student Services
Admissions
Registration
Financial Aid
Cashier
Security

2nd Floor:
Provost
Academic Dean
Associate Dean
Early Learning Services

Food Courtyard

BB - Classroom Building
Meldon Lecture Hall
Art Gallery
Art Lab
CPI - Math Lab
Career & Technical Educ.
Children First

LC - Phillip D. Lewis Center
Radiography
Respiratory Care
EMT
Computer Science

BR - Burt Reynolds Student Center
Advisement
Career Resources
Disabilities Services
Student Activities
Bookstore
Cafeteria

LL - Resource Center
Library Learning Resource Center
Law Library
Media Services
Science Lab
Film Technology
CPI-English/Reading Lab

1 Eissey Campus Theatre

2 Greenhouse

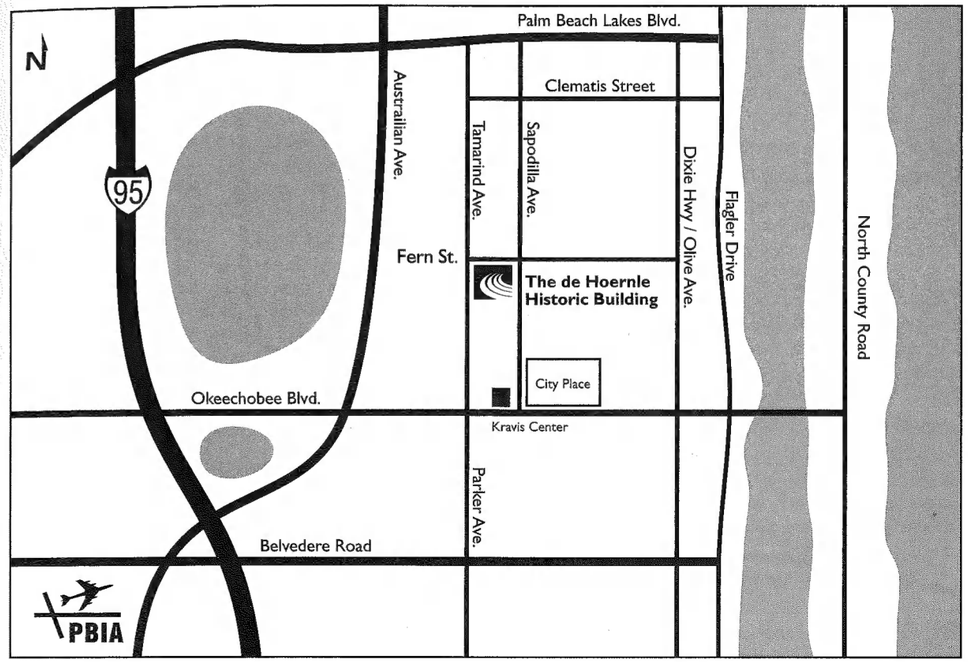
3 Center for Early Learning

4 Sports Fields
Baseball, Softball, Soccer

5 Security

6 Facilities

812 FERN STREET, WEST PALM BEACH, FL 33401 561-967-PBCC



COUNT AND COUNTESS DE HOERNLE HISTORIC BUILDING

Classrooms

Palm Beach Community College
Foundation Offices

Named after Count Adolph and Countess Henrietta de Hoernle, the de Hoernle Historic Building has been renovated for use as an educational center.

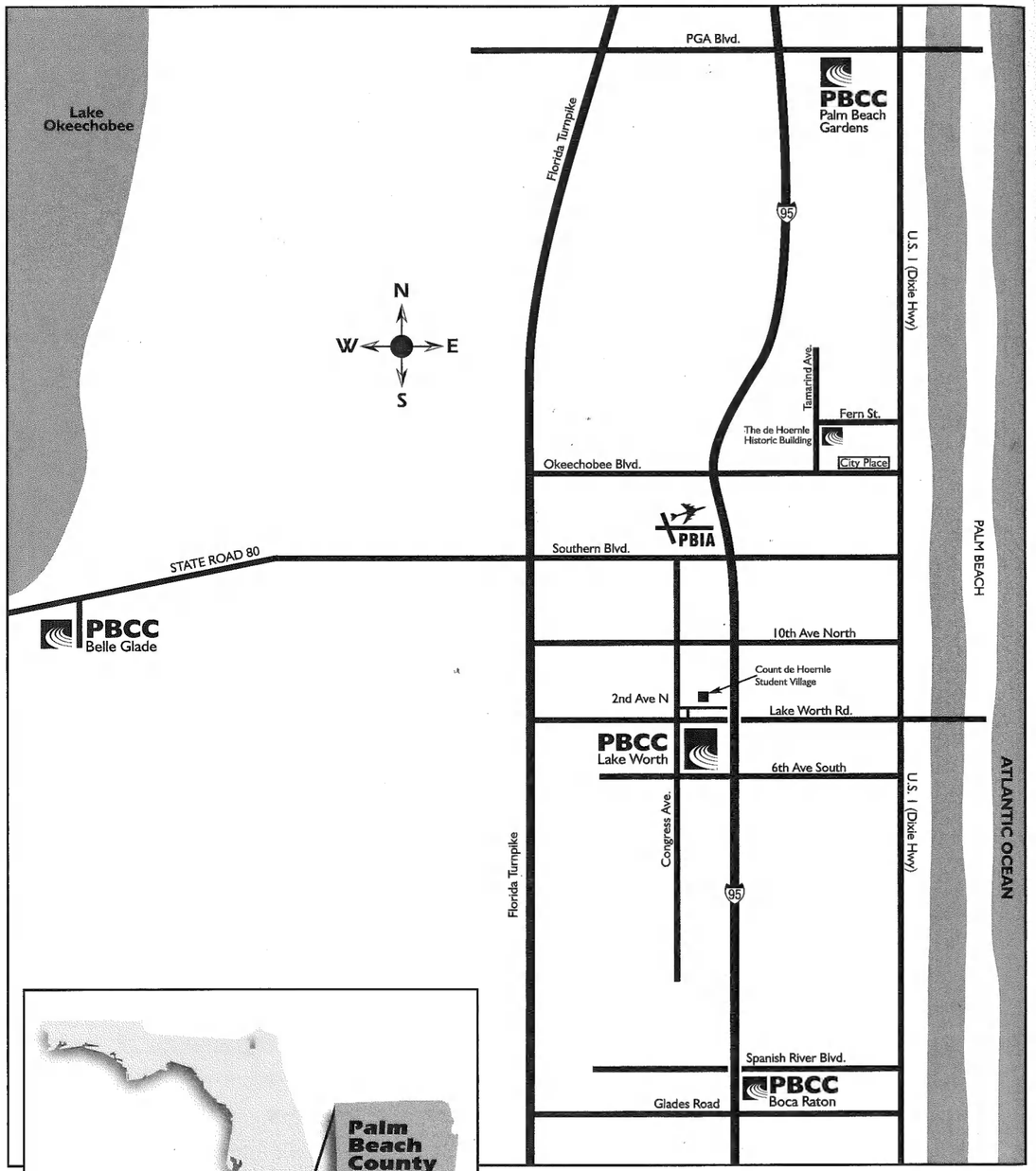
Located in downtown West Palm Beach at the site of the old Twin Lakes High School, the 1927 building was the original home of Palm Beach Community College.

The Mediterranean Revival-style building is listed on the National Register of Historic Places.

DIRECTIONS

From I-95:
Proceed east on Okeechobee Blvd. until you reach Tamarind Ave. At the traffic light turn left (north) and proceed past the Kravis Center and the School of the Arts. Turn right on Fern Street. PBCC is on the right.

IN PALM BEACH COUNTY



ADMISSIONS

Admission Criteria

Students seeking admission to take courses must have a standard high school diploma from a regionally accredited high school, high school equivalency diploma (GED), or be approved for Early Admission/High School Dual Enrollment in order to be accepted at Palm Beach Community College. Some Post Secondary Adult Vocational (PSAV) programs and noncredit courses may not require high school graduation; however, students may not be enrolled in a high school program. Refer to program information in this catalog.

In accordance with Florida Statutes 232.246 and 232.02, home school education graduates may be considered for admission. Contact the Admissions Office for the necessary documentation. Applicants from states other than Florida who are graduates of out-of-state schools, regionally accredited high schools, colleges or universities will be considered in accordance with current state statute. International student admission information is located in this section.

Admission Policies

CONDITIONS FOR ADMISSION

At the point of application, students applying to take credit or post secondary adult vocational (PSAV) courses will receive a Conditions for Admission Form that outlines any outstanding requirements needed to complete the admission process. All degree-seeking students are required to have transcripts sent to PBCC within one term or they may not register for subsequent terms. All international student transcripts and commercial evaluations, if applicable, must be received before their first term of enrollment will be permitted.

There are additional admissions requirements for some programs (see program information), high school dual enrollment and early admission (see this section), and international students (see this section under Admissions Procedures).

NON-DISCRIMINATORY POLICY

Palm Beach Community College does not discriminate on the basis of race, color, creed, ethnicity, national origin, gender, age, sexual orientation, marital or disability status in any of its educational programs or other programs and practices.

However, the College reserves the right to deny admission to applicants who fail to meet established standards of scholarship or deportment. Decision on admission rests with the Registrar's Office. Applicants who are initially denied admission may appeal to the Admissions Appeals Committee, chaired by the vice president of student services.

In accordance with Florida statutes, no student will be admitted to Palm Beach Community College for a period of two years following expulsion from a college or university for unlawful possession, sale or use of narcotic drugs or for campus disruption.

The College district equity officer is located in the Office of Human Resources, 4200 Congress Avenue, Lake Worth, Florida 33461-4796, phone number (561) 868-3114. The equity officer's responsibilities include all areas of discrimination or alleged discrimination of protected classes.

RELEASE OF TRANSCRIPTS

Upon admission, the student authorizes the College to release transcripts to governmental and educational agencies as appropriate. For additional information regarding the release of student records, refer to the Academic Policies section of this catalog.

Students may view their transcripts from other institutions but may not obtain a copy of the record, except by writing to request a copy from the institution from which the transcript originated. Transcript requests must be made either in person, through Online Services/PantherWeb *www.pbcc.edu*, or in writing. Telephone requests will not be honored.

RELIGIOUS OBSERVANCES POLICY

The College shall make reasonable accommodations in admission, class attendance, scheduling of examinations, and work assignments in regard to religious observances, practices and beliefs of individual students, as required by Florida law.

Students are required to make arrangements in writing with instructors and appropriate College personnel at least one week prior to an anticipated religious observance for holidays not recognized on the academic calendar and which come within the accommodation requirement. Students who are denied accommodation may appeal in writing, following the guidelines included in the student handbook.

SPECIALIZED AND LIMITED ACCESS PROGRAMS

All students must complete the steps listed under Admission Procedures. Additional requirements and deadlines for certain specialized programs are listed in the Programs of Study section of this catalog. Requirements must be completed before admission to the program.

EARLY ADMISSION FROM HIGH SCHOOL

High school seniors meeting all the minimum requirements for high school college credit dual enrollment (as listed in this chapter) may, upon written recommendation of their high school principal, enroll full time at Palm Beach Community College. Appeals of these requirements may be considered. Interested students should contact their high school principal.

Tuition-free credits earned during the early admission period must be used to satisfy graduation requirements from high school, with the high school principal determining how these credits are to be utilized. Continued participation in the early admission program requires a College grade point average (GPA) of 2.0 or higher. Grades earned will become part of students' permanent high school and college transcripts.

Early admission students may be awarded a high school diploma with their regular class or as determined by the high school principal, provided that the students have completed two college semesters, or equivalent, with a normal class load and have maintained a college GPA of 2.0 or higher.

Important Notes

- Students taking early admission courses are subject to the rules and regulations of PBCC, as stated in this catalog and the student handbook.
- At an institution of higher education, students are exposed to a learning environment that promotes an open exchange of ideas. Course content is presented on an adult level, and class discussions require a mature understanding of divergent viewpoints and the ability to think critically on controversial issues.
- Early admission students who receive a failing grade may have difficulty in meeting future admissions requirements at the colleges and universities after high school graduation, including financial aid and scholarship opportunities.

HIGH SCHOOL DUAL ENROLLMENT

Dual enrollment is an opportunity for students presently attending an accredited Palm Beach County public or private high school, or a home school education program, to enroll tuition free concurrently in courses offered by Palm Beach Community College.

Students who participate in the dual enrollment program can receive college credits toward a degree or vocational certificate program. Credits earned must be applied toward high school graduation. Grades earned will become part of students' permanent high school and college transcripts. Dual enrolled students are essentially high school students, and it is the responsibility of the student and high school to ensure that requirements for graduation from high school are met.

There are two types of programs in which eligible high school students may participate:

- College Credit Dual Enrollment Program
- Post Secondary Adult Vocational Certificate Program (PSAV)

Students should contact their high school guidance counselor for more information.

Important Notes

- Students taking dual enrollment courses are subject to the rules and regulations of PBCC, as stated in this catalog and the student handbook.
- At an institution of higher education, students are exposed to a learning environment that promotes an open exchange of ideas. Course content is presented on an adult level, and class discussions require a mature understanding of divergent viewpoints and the ability to think critically on controversial issues.
- Dual enrollment students who receive a failing grade may have difficulty in meeting future admissions requirements at the colleges and universities after high school graduation, including financial aid and scholarship opportunities.

These are the student responsibilities to participate in dual enrollment:

- Transportation to and from the College
- PBCC parking decal
- Uniforms (if applicable in a PSAV program)
- Freedom from any outstanding obligations to the high school prior to registering

Minimum Requirements

All qualifications must be completed prior to the deadlines established by the high school and PBCC. To be eligible for participation in the Dual Enrollment Program, any Palm Beach County student must:

- Obtain a Dual Enrollment Permission Form from the high school principal or his/her designee (Home education students may obtain the form from the PBCC dual enrollment coordinator.)
- Complete a PBCC Credit or PSAV Application (depending on the type of dual enrollment desired)
- Have completed his/her sophomore year
- Be approved by the high school principal/designee
- Have parental permission
- Satisfy all course prerequisites.

Appeals of these requirements may be considered. Interested students should contact their high school principal. The completed form and College application must be submitted to the Registrar's Office or a PBCC dual enrollment campus coordinator. After the form has been submitted, the student may then register for the PBCC course(s) offered at the high school site or courses offered on the College campus.

A new Dual Enrollment Permission Form must be submitted for each term enrolled. The following courses are NOT permitted:

- College Preparatory courses
- Physical Education activity courses
- Courses less than three credits (unless a corequisite or in PSAV dual enrollment)
- Intermediate Algebra (MAT1033)
- Principles of Chemistry (CHM1015)

College Credit Dual Enrollment

In addition to the minimum qualifications, students must also meet the following:

Achieve a weighted or unweighted grade point average (GPA) or honors point average (HPS) of 3.0* or higher. Note: High school juniors or seniors with a 2.5 GPA are eligible to take Strategies for College Success, SLS1501).

Placement testing scores (ACT-E, SAT I, or FCELPT) adequate for college level English or mathematics, when applicable.

**Dual enrollment students may participate in PBCC's Honors courses or Honors contracts with a 3.5 cumulative GPA.*

Students participating in dual enrollment must maintain a 3.0 weighted or unweighted high school grade point average and must earn a grade of C or higher in their college-level courses to continue participation.

PSAV Dual Enrollment

In addition to the minimum requirements, students must also:

- Have a minimum 2.0 weighted or unweighted grade point average (GPA)
- Be the appropriate age (if applicable for the program)
- Have TABE Level D appropriate scores*
- Enroll in an approved program.

Courses within a program are sequential and are not available to students who have not been accepted into the program. Students participating in PSAV dual enrollment must successfully complete each PSAV course in the program sequence to continue participation.

**Students must meet the TABE minimum basic skill level by the conclusion of a program to receive a PSAV Certificate, with the exception of limited access programs, which require the minimum test scores to be achieved prior to admission to the program.*

TECHNOLOGY PREPARATION (TECH PREP)

PBCC and the Palm Beach County School District offer programs that provide technology preparation (Tech Prep) components. Through an Inter-Institutional Articulation Agreement, these institutions agree that students who complete technology "pathways" (programs of study) in high school can qualify for college credit that applies to certain A.S. or A.A.S. degree programs or vocational certificates.

Upon registering at PBCC, the student should contact the manager of the program of interest or the campus registrar about further course requirements to qualify for credit for completed high school courses.

Admission Procedures

FIRST-TIME-IN-COLLEGE STUDENTS OR TRANSFER STUDENTS

1. Application
Submit an application online at *www.pbcc.edu* or complete the application form in detail and forward it to any campus Admissions Office. International students seeking a student visa must send applications directly to the Lake Worth campus. Incomplete applications will be returned.

2. Application Fee
The application fee is $20 for U.S. citizens. For international students, the fee is $30 U.S. currency (F-1, I-20 students only). The application fee is nonrefundable.

3. Transcripts
Transcripts are official records of coursework taken at educational institutions. All credit degree-seeking students must have transcripts sent within one term or they may not register for subsequent terms. Transcripts should be received by the Registrar's Office prior to orientation and registration and must show graduation with a standard high school diploma or high school equivalency diploma. Transfer students should read information in the Transfer Credit section of this chapter. All transcripts and documents received become property of the College and will not be copied or transmitted to third parties, except in accordance with state law.

All transcripts from post-secondary institutions outside the United States must have a course-by-course commercial evaluation completed by an approved agency. Agency information is available in the Office of the Registrar or International Admissions. The Registrar must receive all international students' transcripts and commercial evaluations before their first term of enrollment will be permitted.

Candidates for Post Secondary Adult Vocational (PSAV) programs may also need to provide documentation of high school graduation. Refer to program information in this catalog.

Applicants who have received the State High School Equivalency Diploma by passing the General Education Development (GED) test are given the same rights and privileges as a student with a standard high school diploma. The GED test is administered to students, at least 18 years of age, by the Office of Adult Education (an official testing center for the Florida State Department of Education). Official transcripts must be sent directly from the GED testing center to the Admissions Office.

4. Placement Tests
All degree-seeking students, and non-degree seeking students wishing to take Gordon Rule writing and mathematics courses, who have not successfully completed college-level math and English must furnish official test scores from the Florida College Entry Level Placement Test (FCELPT), ACT-E, or SAT I before registration. (If ACT-E or SAT I scores are too low, students must retest or take the FCELPT for placement.) The test must have been taken no more than two years prior to the admission date. Students who have not yet taken one of the placement tests listed above should contact the Testing Center on the campus where registering.

PSAV students may be required to meet score requirements on the Test of Adult Basic Education (TABE) score requirements. Refer to program information in this catalog.

5. Orientation
Orientation is required of all first-time-in-college, degree-seeking students before registration.

6. Acceptance of Students
Upon completion of all forms and assuming eligibility, the applicant will receive a Conditions for Admission Form from the Admissions Office. Limited or selected admission programs require a second step in the admission process.

Any student falsifying application records will be subject to immediate dismissal without refund.

7. Non-Degree Status
Students who have been admitted for credit course work may classify themselves as non-degree seeking (credits will be granted for completed courses). The non-degree status may be used only in those cases where it is not necessary for the student's previous academic records to be on file. The non-degree status shall not be used with degree-seeking, certificate-seeking students, students seeking any type of financial aid (Social Security, veteran benefits, federal grants, scholarships, etc.), or by international students on an F-1 visa. Non-degree-seeking students are not eligible for financial aid.

Non-degree seeking students may be required to submit placement scores in order to register for certain courses. Please see the course description listed in the Course Descriptions section of this catalog or speak with an academic advisor.

INTERNATIONAL STUDENTS

Applicants to Degree Programs

Palm Beach Community College is authorized under United States Federal Law, Immigration and Nationality Act, Section (101)(a)(15)(F) to enroll non-immigrant alien students. The College welcomes students from other countries who meet the standard admissions requirements in addition to the following:

1. The international applicant should start the admission process at the earliest possible date prior to the beginning of any College term. Three months lead time is recommended to ensure enrollment as requested. International students who are unable to complete the required admission and registration procedures prior to the beginning of classes for the approved term of enrollment must wait for the next term to begin their studies at PBCC. Applications from international students will be accepted only for the fall and spring 16-week terms (August and January) and the summer 12-week semester (May). Please be aware that all admission documents must be received by July 19, 2002, for the Fall 2002 term November 20, 2002, for the Spring 2003 term; April 11, 2003, for the Summer 2003 term. (International Office, 561-868-3029)

2. Documents written in a foreign language may be required to be accompanied by certified English translations. Satisfactory academic and conduct records from comparable secondary or higher-level educational institution attended must be submitted. Records must show the equivalent to at least United States high school graduation as determined by the Registrar's Office. University-level transcripts must be accompanied by a course-by-course commercial evaluation from an accredited company. (Information on accredited companies is available in the Registrar's Office.)

3. International students whose native language is not English must present evidence of proficiency in speaking, writing and understanding of the English language by submitting a score of 450 or higher on the Test of English as a Foreign Language (TOEFL) or 133

or higher on the computerized TOEFL. The TOEFL is administered by the Education Testing Service (ETS), Princeton, New Jersey 08451, USA (*www.toefl.org*). The applicant must assume responsibility for making arrangements directly with ETS to take the examination and must request the results be sent to the Office of International Admissions and Recruitment at PBCC (PBCC TOEFL Code is #5531). A score of 60 or higher on the Michigan English Language Assessment Battery (MELAB) or a score of 110 on the Comprehensive English Language Test (CELT) will be accepted in lieu of the TOEFL. PBCC administers the CELT through its Testing Centers. When the CELT is given, students will also take PhonePass, a computer and telephone test of English speaking and listening skills, which is used to determine the correct placement in the two Speaking and Listening course levels. The PhonePass score for Level I is 2-5, and the score for Level II is 5.1-6.4. The CELT may be taken once every 30 days.

4. International applicants are required to provide a notarized affidavit of financial support. They must show that they have sufficient funds to cover tuition, fees, books, living expenses, transportation and incidental expenses while attending Palm Beach Community College. Proof of the availability of funds (i.e., bank statements) to cover the expenses for the first year of enrollment is required. Funds must be available prior to the time international students register for each semester. No federal financial aid is available to international students, although limited funds are sometimes provided by local community organizations through the Financial Aid Office.

5. International applicants transferring from any post-secondary institution must have at least a 2.0 GPA, be in-status with immigration and be in good standing (i.e., eligible to continue at or return to their present institution). All transcripts from post-secondary institutions outside the United States must have a course-by-course commercial evaluation completed by an approved agency. Agency information is available in the Office of the Registrar or International Admissions. The registrar must receive all international students' transcripts and commercial evaluations before their first term of enrollment will be permitted.

6. Health and accident insurance is required of all international students and can be provided through the Office of International Admissions and Recruitment.

7. It is the student's responsibility to comply with all non-immigrant alien requirements as stated in the United States laws under Section 101(a)(15)(F) of the Immigration and Nationality Act.

The following conditions apply:

a. All international students must be classified as degree-seeking students and maintain full-time academic status (12 semester hours) in the fall and spring terms. In addition, students admitted in the summer must be enrolled full time during their initial term of enrollment.

b. International students are expected to complete the two-year program in two years and maintain at least a 2.0 GPA.

c. International students must keep a current passport that is valid for at least six months in the future.

d. International students must have their travel documents reviewed by the international student advisor before leaving the USA.

e. Employment is not permitted for F-1 visa students without meeting specific conditions and having permission from the United States Immigration and Naturalization Service (INS).

International applicants will be notified by the Office of International Admissions and Recruitment of their acceptance to PBCC and will then be provided with the Certificate of Eligibility (Form I-20). Documentary evidence of means of financial support must be attached to the Certificate of Eligibility (Form I-20) when applying for the student visa at the United States Embassy or Consular Office, or for the Change of Status with the Immigration and Naturalization Service (INS).

Applicants to Certificate Programs

Palm Beach Community College has been approved by the Immigration and Naturalization Service (INS) to issue Certificates of Eligibility (I-20 M/N's) to non-immigrant applicants to selected post-secondary vocational programs. Prospective international (M-1) students should start the admission process at the earliest possible date prior to the beginning of any college semester. A three-month lead-time is recommended to ensure enrollment as requested. Applications from international (M-1) students will be accepted only in the following programs: Accounting Operations, Administrative Assistant, Medical Secretary and PC Support Services (this list subject to change). For deadline dates, please contact the Office of International Admissions and Recruitment (561-868-3029).

Before admissions to Palm Beach Community College, International (M-1) students must submit the following documents to the Office of International Admissions and Recruitment, Palm Beach Community College, 4200 Congress Avenue, Lake Worth, Florida 33461, U.S.A.:

- A Palm Beach Community College Post Secondary Adult Vocational (PSAV) Application.
- Proof of English proficiency, if English is not the native language. A score of 450 on the Test of English as a Second Language (TOEFL) or 133 on the computerized TOEFL version; a score of 60 on the Michigan English Language Assessment Battery (MELAB) or 110 on the Comprehensive English Language Test (CELT) will be accepted in lieu of the TOEFL. PBCC administers the CELT through its Testing Centers.
- A notarized Affidavit of Financial Support signed by sponsor.
- Sponsor's financial statement from banking institution showing funds equivalent to the total estimated cost for living and educational expenses for the selected program. The statement must be on bank letterhead and stamped by bank officials. (Employment letters showing salary per year can only be used as back-up documentation.)
- A statement from a local sponsor who will assume responsibility for housing and transportation (optional).

Upon arrival, or if student is already in the United States, the following must be provided:

- Copy of visa stamp and I-94 (front and back)
- International Student Transfer Form and copy of previous I-20 (for students transferring from INS approved schools).
- International applicants will be notified by the Office of International Admissions and Recruitment of their acceptance to PBCC and will then be provided with the Certificate of Eligibility (Form I-20). Documentary evidence of means of financial support must be attached to the Certificate of Eligibility (Form I-20) when applying for the student M-1 visa at the United States Embassy or Consular Office, or for the Change of Status with the Immigration and Naturalization Service (INS).

Before an international (M-1) student can enroll in classes, the following steps have to be taken:

- Take the Test of Adult Basic Education (TABE).
- Provide proof of health and accident insurance to the PBCC Office of International Admissions and Recruitment.

READMITTED STUDENTS

A student who wishes to return to Palm Beach Community College for classes after an absence of 12 months or more should:

1. Complete a new application for admission from the Registrar's Office, or apply online at *www.pbcc.edu.*
2. Send for additional forms or transcripts, if seeking degree or if necessary to satisfy prerequisites, to update admission records. Transcripts should be received before registration, but must be received within one term or the student may not register for subsequent terms.

TRANSFER STUDENTS

In accordance with Florida statutes, no student will be admitted to Palm Beach Community College for a period of two years following expulsion from a college or university for unlawful possession, sale or use of narcotic drugs or for campus disruption. A student is classified as a transfer student if he/she has previously registered at any other regionally accredited college or university, regardless of the amount of time spent in attendance or credit earned.

1. Degree-seeking credit students who transfer from other colleges or universities must request that official transcripts be sent directly to the Registrar's Office from each college or university attended. All transcripts must be received within one term or no registration will be allowed for subsequent terms. It is important for students to have transcripts sent as early as possible to allow evaluations to be completed before registration.
2. Palm Beach Community College accepts on transfer only those courses completed at other regionally accredited* institutions with grades of D or higher. All courses on the transcript are considered in calculating grade point average for student standing and for meeting graduation requirements. Grades of D cannot be used to satisfy any General Education requirements.

**A student or institution may appeal the policy. However, should the quality of the educational program of the institution attended appear mediocre or unsatisfactory, the College registrar has the prerogative not to accept all or any part of the previously earned credit.*

Correspondence Courses

Correspondence course transfer credit may be accepted provided:

- The course was administered by a regionally accredited institution.*
- The minimum grade D was earned.
- The credit is acceptable by the institution offering the correspondence course toward one of its own degrees.

**A student or institution may appeal the policy. However, should the quality of the educational program of the institution attended appear mediocre or unsatisfactory, the College registrar has the prerogative not to accept all or any part of the previously earned credit.*

TRANSIENT STUDENTS

Students currently attending other colleges or universities who plan to enroll at Palm Beach Community College and transfer their credit back to their home institution must complete a Palm Beach Community College application form or, if they have previously been students at PBCC, update their records. An official college transcript or a Letter of Good Standing must be mailed directly to the Registrar's Office. If the student wishes to continue attendance at Palm Beach Community College, he/she must complete admission requirements.

Transient students should be advised by their home colleges concerning recommended courses to be completed at Palm Beach Community College. International students must also submit a written authorization from the international student office of their home institution.

Credit for Prior Learning

College credit may be awarded for prior learning opportunities and/or acceptable scores through Advanced Placement (AP), College Level Examination Program (CLEP), or International Baccalaureate (IB). Students may not receive credit by examination for courses in areas where they have received college credit for more advanced work. CLEP, AP, or IB credits may not be applied toward grade forgiveness.

Students with official transcripts of credit earned outside a regionally accredited classroom, issued directly to the college from the program in question, may be awarded up to a maximum of 45 semester hours of credit (30 semester hours for IB).

ADVANCED PLACEMENT (AP)

Palm Beach Community College grants college credit to a student who presents a score of 3, 4 or 5 on one or more of the advanced placement program examinations of the College Entrance Examination Board. To be eligible for credit, the examination must be taken prior to enrollment in college.

AP credit granted by Palm Beach Community College may be transferable to participating Florida institutions of higher education. It is the responsibility of the student to contact the institution to which he/she expects to transfer to determine the acceptability of this credit. PBCC follows the guidelines in Florida State Board Rule 6A-10.024(8) for awarding AP credits.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Due to state statute revision, students admitted to PBCC for Fall 2002 and beyond, or currently enrolled students who send previously unevaluated CLEP scores after June 30, 2002, may receive General Education Gordon Rule writing credit. Previously received scores are not eligible for Gordon Rule writing course credit.

It is the responsibility of the student to contact the institution to which he/she expects to transfer to determine the acceptability of this credit. PBCC follows the guidelines set by the Articulation Coordinating Committee (ACC) in Florida State Board Rule 6A-10.024(7) for awarding CLEP credits.

DEPARTMENTAL AND SPECIAL COURSE CHALLENGE EXAMINATIONS

Students who have been admitted to the College may take, when available, special credit course "challenge" examinations. Any credit earned will be reported to the student and placed on his/her transcript. Institutional challenge exams may not be taken more than once.

INTERNATIONAL BACCALAUREATE (IB)

PBCC grants college credit, up to a maximum of 30 credit hours, to a student who has received a diploma from the International Baccalaureate program for higher-level and subsidiary-level subjects with scores of 4 or above. For those students who have the IB Certificate only, college credit will be awarded for higher-level subjects with scores of 5 or above. PBCC follows the guidelines in Florida State Board Rule 6A-10.024(9) for awarding IB credits.

EXPERIENTIAL LEARNING

The experiential learning assessment process is designed to recognize the academic value of learning through experiences including work experience, employment-related training programs, seminars, volunteer work, travel, military service or self-directed study.

Assessment

Assessment involves the following:

- Written or performance tests
- Preparation of a portfolio describing learning and how it was acquired
- Evaluation of certificates and licenses
- Interviews with faculty members
- Review of external agency recommendations.

The program area responsible for the courses for which credit is requested determines the method of assessment and the amount of credit awarded.

Not all courses are assessable courses*. Courses being assessed must be offered as a requirement or an elective in an A.S. or A.A.S. degree or certificate program at PBCC.

**General education and A.A. courses are not assessable.*

Process

After being admitted to the College and selecting a program with the help of a counselor or advisor, the student must:

1. Meet with the appropriate program representative to determine if an assessment process is available for selected courses.
2. Apply for assessment on forms available from the department or student services.
3. Consult with the department, program manager or designated faculty evaluator to determine requirements for assessment and fees required.
4. Discuss student responsibilities in the assessment process, including:
   - Meeting with an instructor for an oral or written exam
   - Preparing for a written exam by reviewing textbooks
   - Arranging for an instructor to interview an employer as well as a worksite visit
   - Presenting certificates and licenses for authentication
   - Developing a portfolio of experience
   - Providing ACE recommendations for military training.
5. Pay necessary fees (minimum fee $15 per course) for assessment. It is possible that academic credit will not be awarded as requested, but the cost of assessment remains the same.

Award of Credit

Depending on the amount of credit requested and the methods of assessment required, the assessment process time may vary. When the process is completed, the results are forwarded to the dean of career and technical education for final review and verification. The dean will request that the registrar post any awarded credits to the transcript. Credits awarded are held in escrow until the student satisfactorily completes 25% of program coursework (15 credits – A.A.) at PBCC. Experiential credit may not be used to meet the residency requirement of 25% of program course work required at PBCC for graduation.

MILITARY SERVICE CREDITS

PBCC grants credit for the United States Armed Forces Institute (USAFI) and College Level Examination Program (CLEP). Credit is not granted for USAFI high school or college level GED tests. However, students may use the USAFI high school certification or GED for admission to the College. PBCC is a Service Opportunity College (SOC) member and uses the American Council on Education (ACE) guidelines in evaluating military learning experiences. The College follows the guidelines in Florida State Board Rule 6A-10.024(12) for awarding credit for Defense Activity of Non Traditional Educational Support (DANTES) exams. See the international student advisor at the Lake Worth campus for evaluation information.

Placement Testing

REQUIREMENTS FOR CREDIT COURSES AND PROGRAMS

All degree-seeking students, and non-degree seeking students wishing to take Gordon Rule writing and mathematics courses, who have not successfully completed college-level math and English must furnish official test scores from the Florida College Entry Level Placement Test (FCELPT), ACT-E, or SAT I before registration. (If ACT-E or SAT I scores do not meet the state-designated minimums, students must retest or take the FCELPT for placement.) The test must have been taken no more than two years prior to the admission date. Students who have not yet taken one of the placement tests listed above should contact the Testing Center on the campus where registering.

As shown on Table 2-1, higher scores place students into regular or advanced courses, while lower scores require students to be placed into college preparatory courses. Students placed into the college preparatory program will be allowed three attempts to complete each subject area. Students identified as English as a Second Language (ESL) students may be required to take English for academic purposes (EAP) courses.

Advisors will use this information for placement of a student in mathematics, English, reading, and Gordon Rule writing classes.

ALL STUDENTS WHO TEST INTO COLLEGE PREPARATORY COURSES ARE STRONGLY ENCOURAGED TO READ THE COLLEGE PREPARATORY COURSE REQUIREMENT SECTION LISTED IN THE ACADEMIC POLICIES SECTION OF THIS CATALOG.

- Students required to take the FCELPT must bear the cost of the test.
- The Florida Commissioner of Education and the State Board of Education determine the entry-level test cutoff scores. In addition to the cutoff scores for college prep, scores for advising into other courses have been identified.
- Cutoff scores for placement in mathematics, English and reading courses shall be those given in Table 2-1. Students may register for a course lower than indicated by test scores but not in a higher one.
- Students who test into the college preparatory program shall begin taking college preparatory courses during their first 12 semester hours of credit course work at the College and must continue to enroll in college preparatory courses until all preparatory requirements are completed. Students who test into college preparatory English or reading cannot enroll in any Gordon Rule writing course until the preparatory course(s) in the respective areas have been successfully completed. Those who test into college preparatory mathematics cannot enroll in any course for which mathematics is a prerequisite.
- Students currently enrolled in a college preparatory course may not attempt to test out of that area after add/drop. Students must wait 30 days before retesting in a subject area.

PLACEMENT TEST SCORES

Table 2-1

ESL PREP COURSES	Florida College Entry Level Placement Test (FCELPT)
EAP 0420 - ESL Reading Level I ✷	0-54 (RC)
EAP 1520 - ESL Reading Level II	55-68 (RC)
EAP 1620 - ESL Reading Level III	69-82 (RC)
EAP 0484 - ESL English Level I ✷	0-54 (SS)
EAP 1584 - ESL English Level II	55-68 (SS)
EAP 1684 - ESL English Level III	69-82 (SS)
EAP 0400 - ESL Speaking & Listening I	2.0- 5.0 (Phone Pass)
EAP 1500 - ESL Speaking & Listening II	5.1- 6.4 (Phone Pass)

COLLEGE PREP COURSES	Florida College Entry Level Placement Test (FCELPT)
REA 0001 - College Prep Reading I	0-60 (RC)
REA 0010 - College Prep Reading II	61-82 (RC)
ENC 0001 - College Prep English I	0-60 (SS)
ENC 0010 - College Prep English II	61-82 (SS)
MAT 0012 - Basic Algebra I	0-32 (EA)
MAT 0020 - Basic Algebra II	33-71 (EA)

STUDENTS WHO TEST INTO ENGLISH OR READING PREP ARE REQUIRED TO ENROLL IN SLS 1501 (STRATEGIES FOR SUCESS).

✷ Students required to prove English proficiency may be placed into the EAP Foundation Program.

NOTE: EAP placement scores subject to revision. Students whose primary language is not English, and who test into preparatory reading and/or English, are required to take ESOL preparatory courses.

COLLEGE LEVEL ENGLISH	ACT Enhanced Students below 17 must retest or take FCELPT	SAT I Students below 440 must retest or take FCELPT	Florida College Entry Level Placement Test (FCELPT)
ENC 1101 -College Composition I	17 & above (English/Reading)	440 & above (Verbal)	83 & above (both RC & SS)
ENC 1121 -Honors College Comp I	27 & above (English)	N/A	87 & above (both RC & SS)

COLLEGE LEVEL MATH	ACT Enhanced	SAT I	Florida College Entry Level Placement Test (FCELPT)
MAT 1033 - Intermediate Algebra ✛ or MGF 1106 - Liberal Arts Math	19 & above (Math) or MAT 0020	440 & above (Math) or MAT 0020	72 & above (EA) or MAT 0020
MGF 1107- Finite Math or MAC 1105 - College Algebra ✛✛ or STA 2023 - Statistics ✛✛	20 & above (Math) or "C" or above in MAT 1033	450 or above (Math) or "C" or above in MAT 1033	72 & above (EA) and 44 & above (CLM) or "C" or above in MAT 1033
MAC 1114 - Trigonometry ✛✛ or MAC 1140 - Precalculus ✛✛	22 & above (Math) or "C" or above in MAC 1105	480 & above (Math) or "C" or above in MAC 1105	72 & above (EA) and 75 & above (CLM) or "C" or above in MAC 1105
MAC 2233 - Survey of Calculus ✛✛	23 & above (Math) or "C" or above in MAC 1105 or MAC 1140 (preferred)	510 & above (Math) or "C" or above in MAC 1105 or MAC 1140 (preferred)	72 & above (EA) and 75 & above (CLM) or "C" or above in MAC 1105 or MAC 1140 (preferred)
MAC 2311 - Calculus & Analytic Geometry I ✛✛✛	28 & above (Math) or "C" above in MAC 1114 and MAC 1140	560 & above (Math) or "C" or above in MAC 1114 and MAC 1140	72 & above (EA) and 95 & above (CLM) or "C" or above in MAC 1114 and MAC 1140

✛ One year of High School Algebra is required

✛✛ Two years of High School Algebra are required

✛✛✛ Both MAC 1114 and MAC 1140 are prerequisites for MAC 2311-Calculus and Analytic Geometry I. Successful completion of High School Trigonometery is acceptable in lieu of MAC 1114

Note: Students may find a list in the Testing Centers of tutorial services that assist students with the FCELPT. These services are provided as an alternative remedial option to traditional courses; however, upon completion, students still must score satisfactorily on the FCELPT in order to place out of college preparatory courses.

REQUIREMENTS FOR VOCATIONAL (PSAV) PROGRAMS

Test of Adult Basic Education (TABE)

The TABE is a state requirement for students entering PSAV certificate programs of more than 180 contact hours. Any student enrolling in these programs without TABE scores will be tested during the first week of class. Students with an A.A. degree or higher; students who have successfully completed the College Level Academic Skills Test (CLAST); or students who have already met the minimum cut scores, within the past two years, on the ACT-E, FCELPT or SAT I are exempt from the TABE exam. See program information for required TABE scores. Students must wait 30 days before retaking the TABE.

Note: Limited Access Programs follow procedures specific to those programs. Exemptions may not be available for these programs.

Residence Classification

A student's residence classification is determined at the time of admission to Palm Beach Community College. Students may petition to reclassify their status after having their legal domicile in the state of Florida for 12 months however, any residency classification changes would be in effect for the next term. To change to resident student, a Residency Request Form must be submitted, with accompanying supporting documentation of residency, to the Registrar's Office prior to the first class meeting.

IN-STATE RESIDENCY

A student is considered to be a resident for tuition purposes when he/she (or, if a dependent, his parent(s) or legal guardian) has been a permanent resident of the state of Florida for at least 12 consecutive months preceding enrollment at Palm Beach Community College. Legal papers proving guardianship and other documentation must accompany the application, when applicable. Final residence determination will be based on state guidelines and will be determined by the registrar.

Students may be eligible for a waiver of out-of-state tuition if they qualify for one of the following exceptions. (Documentation appropriate to the particular exception will be required.)

- Dependent children residing with a legal resident adult relative other than the parents for at least five years. Legal papers proving guardianship and copies of tax returns are required.
- Persons married to legal Florida residents and who intend to make Florida their permanent home, and who relinquish their legal ties to any other state.
- Persons who were enrolled as Florida residents for tuition purposes, but who abandon Florida residency and then re-enroll in Florida within 12 months of the abandonment.
- Active-duty members of the armed services of the United States residing or stationed in Florida (and spouse/dependent children), or military personnel not stationed in Florida whose home of record or state of legal residence certificate, DD Form 2058, is Florida (and spouse/dependent children).
- United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.
- Full-time instructional and administrative personnel employed by Florida public schools, community colleges and institutions of higher education (and spouse/dependent children).
- Students from Latin America and the Caribbean who receive scholarships from the federal or state government. The student must be enrolled on a full-time basis.
- Full-time employees of state agencies or political subdivisions of the state when the fees are paid by the state agency or political sub division for job-related law enforcement or corrections training.
- Qualified beneficiaries under the Florida Pre-Paid Post-Secondary Expense Program per S.240.551 (7)(a).
- A dependent child whose parents are divorced, separated, or otherwise living apart, will be considered a resident for tuition purposes if either parent is a legal resident of the state of Florida using the above guidelines, regardless of which parent claims the minor for tax purposes.

Note: The College will require documentation in support of the above exceptions.

OUT-OF-STATE RESIDENCY

Unless students (or, if dependents, their parent(s) or legal guardians) have had their place of bona fide permanent residence in the state of Florida for at least 12 months immediately preceding registration, and established certain legal ties to the state, they will be classified as out-of-state students. Employees of the School District of Palm Beach County or of Palm Beach Community College who are themselves students at PBCC and who wish to request a waiver of out-of-state tuition fees may submit proof from the Palm Beach County Superintendent of School's Office or from the College.

RESIDENT ALIENS AND OTHERS

The law allows for non-U.S. citizens to be considered for Florida residency for tuition purposes if they are lawful permanent residents of the United States, asylees, parolees, or refugees who have applied for and been approved for such status. Students in these categories must provide appropriate immigration documents to support their status. To be considered a resident for fee purposes, they must also have established residence in the state of Florida 12 months immediately preceding the first day of class.

Certain nonimmigrant visa categories are eligible to establish Florida residency for tuition purposes. Please see the Admissions Office for more information. F-1 visa students cannot be considered for in-state residency.

Students with Disabilities Substitution

Requests from eligible students with disabilities (as defined by State Board of Community Colleges Rule 6A-10.041) shall be considered for reasonable substitution with regard to admission and graduation requirements, provided that the inability to fulfill the requirement is due directly to the disability, that appropriate accommodations will result in success, and where the substitution will not constitute a fundamental alteration in the nature of the program.

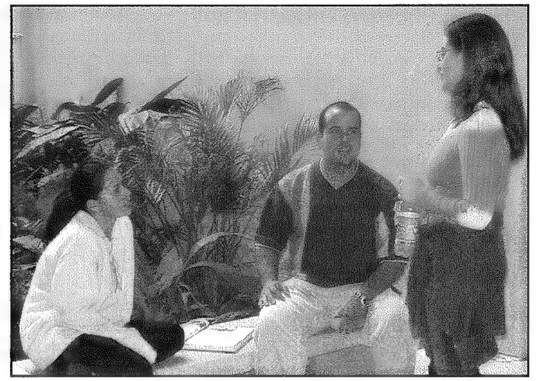
The Academic Substitution Committee (consisting of a student services administrator, academic affairs administrator, a disabilities services advisor and two other professional personnel) reviews substitution requests, identifies reasonable substitutions and makes substitution decisions on an individual basis.

Transfer Credit

Students may transfer credit from other institutions into PBCC however, at least 25% (15 credit hours-A.A.) of the program or certificate credit must be earned at PBCC (excluding CLEP or credit by exam or prior learning). All courses received for transfer college credit must be evaluated and approved by the College Registrar's Office. The amount of credit allowed for a quarter, semester or term would not exceed the amount the student earned at the original institution. Quarter-hour credits will be converted to semester hours.

Transfer credit may be accepted from degree-granting institutions that are fully accredited at the collegiate level by their appropriate regional accrediting agency. An institution or student may appeal the policy. Exceptions will be considered on a case-by-case basis. However, should the quality of the educational program of the institution attended appear mediocre or unsatisfactory, the College registrar has the prerogative not to accept all or any part of the previously earned credit. Students with college credit from colleges outside the U.S. must have their documents evaluated by one of the approved commercial evaluating companies. (Information on these companies is available in the Registrar's Office).

Appeals for evaluations should be addressed to the campus registrar.



PBCC students between classes.

Financial Aid

www.pbcc.edu/acad/finaid

The mission of the Office of Financial Aid at Palm Beach Community College is to help students secure the resources necessary to pursue a post-secondary education, while striving to control excessive educational indebtedness at the community college level. The office is challenged to find a reasonable mix of family funds and student aid funds to assist with educational costs. To accomplish this mission, the Office of Financial Aid:

- Sets departmental goals that reflect and support the goals and mission of the institution
- Awards aid to students according to financial need, as determined by federal methodology
- Allows for flexibility in institutional policy to consider unusual circumstances, recognizing that each student's financial situation is unique
- Plays a proactive role for the purpose of providing an understanding of financial aid
- Provides information to ensure that the student understands his or her rights and responsibilities
- Offers guidance in financial and academic matters, especially as they relate to satisfactory academic progress
- Strives to serve students with sensitivity, courtesy and timeliness
- Facilitates student access and student success

Types of aid available at PBCC include grants, scholarships, work-study programs and student loans. Grants are awarded on the basis of financial need and do not have to be repaid. Scholarships do not have to be repaid and are awarded for various reasons including merit, talent and need. The work-study program allows students to earn money for their education through on-campus or community service jobs. Loans are available to parents and students and must be paid back according to the terms of the loan agreement. For detailed information on financial aid programs offered at PBCC, and how they are distributed, refer to the PantherAid publication available in the Financial Aid Office.

ALTERNATIVE LOANS

Palm Beach Community College does not participate in any Alternative Loan Programs.

FEDERAL STAFFORD LOAN PROGRAM

First-time borrowers with Palm Beach Community College under the subsidized Federal Stafford Loan and/or unsubsidized Federal Stafford loan programs are required to complete an entrance interview before receiving their loan funds. A student must maintain at least six credit hours during the requested loan period to be eligible to receive funds from this program.

DISBURSEMENT OF FINANCIAL AID AWARDS

Financial aid awards generally begin disbursing to students in September for the fall term, January for the spring term, and May for the summer term, provided the student has submitted all required information and meets all eligibility criteria, including the Standards of Academic Progress for Financial Aid Program Participation. Disbursements will continue throughout September 2003 for eligible students. If the total amount of the award for the term exceeds the cost of tuition, fees and books (if any) for the term, the student may receive a Financial Aid disbursement check of any remaining balance from the College Bursar's Office based on the funds that have been disbursed. Financial Aid checks are subject to the above disbursement schedule. Financial Aid awards are subject to change depending on the student's enrollment status at the time of disbursement. A student will not be paid for courses that are not in progress.

STUDY ABROAD

The law states that a financial-aid-eligible student participating in a study abroad program is eligible for Student Financial Aid funds to cover the study abroad program, regardless of whether the program is required for the student's program at Palm Beach Community College. The study abroad program must be part of a written contractual agreement between Palm Beach Community College and the visiting institution, and the program must be accepted for credit by Palm Beach Community College.

EMERGENCY LOANS

Emergency loans are available on a limited basis to assist students facing unexpected short-term educational financial difficulties. Loans will be approved for documented financial emergencies at the discretion of the campus financial aid office. Students are limited to one emergency loan per semester up to a maximum of $400. A two percent service charge will be collected upon repayment of the loan. Failure to repay the loan according to the specified terms may prohibit the student from receiving subsequent emergency loans from PBCC. Emergency loans will not be granted as an advancement for a pending financial aid disbursement.

FINANCIAL AID APPLICATION

The Free Application for Federal Student Aid (FAFSA) is the first step in applying for all financial aid and is available through the Financial Aid Office on each campus. The student needs to complete only one FAFSA per academic year. The student must follow all instructions carefully as filling out this form right the first time will speed up the financial aid process. Assistance with completing the FAFSA is provided by the Financial Aid Office on each campus. Students must fill out the FAFSA completely and mail it to the federal processor in the envelope provided. Students with Internet access can file a FAFSA at *www.fafsa.ed.gov*. The Financial Aid Office will use the results of this application, called the Student Aid Report (SAR) to determine financial need and financial aid awards.

May 15, 2002, is the priority deadline for the complete SAR to be given priority in the awarding of any need-based scholarships, grants or on-campus employment for the 2002-2003 academic year. If the SAR is selected for verification, it is not considered complete any corrections to the initial application may change and/or delay award eligibility. No funds will be awarded until the Financial Aid Office has completed its review of the information and verified the application; therefore, applicants should submit all requested documentation as soon as possible.

Note: The Financial Aid Department retains the right to request any additional documentation deemed necessary to complete the review or verification of an application.

Student Responsibilities

- Students must reapply for financial aid every academic year. (The academic year begins in August.) Applications are available beginning in January for the upcoming academic year. Please see the student handbook for additional important dates and priority deadlines concerning financial aid.
- Students must have a high school diploma, GED, or be admitted to the College under the Ability to Benefit clause before any aid can be awarded. (In accordance with the Ability to Benefit clause, certificate seeking students in an approved program for financial aid that does not require a high school diploma or GED must pass level A of the TABE test before any financial aid can be awarded.)
- The student must be enrolled at PBCC as a degree-seeking or certificate-seeking student in an eligible program of study to receive a financial aid award.
- Students must keep their addresses updated. Students can change their information online at www.pbcc.edu or contact the Admissions Office each time the address changes to avoid unnecessary delays in receiving checks and correspondence.
- Students must keep the Financial Aid Office updated on any changes to their academic schedule and/or enrollment status. Students who decide not to attend one or more classes will be liable for the tuition and fees unless they drop the course(s) prior to the end of the published add/drop period for that term.
- Students must notify the campus Financial Aid Office if they plan to enroll at more than one institution during the same semester.
- Students can only receive funding from one school at a time; however, you may be eligible to have your award amounts adjusted if you qualify for dual enrollment. See the campus Financial Aid Office for details.
- Students must meet the College's Standards of Academic Progress to be eligible to receive financial aid (see the Standards of Academic Progress section). Failure to meet these minimum standards will result in the suspension of the award(s).
- All transfer students must have all postsecondary transcripts evaluated by PBCC before there can be an offer of financial aid.

ENROLLMENT STATUS

For the purpose of awarding and adjusting financial aid, the following chart is used to determine enrollment status for financial aid recipients.

Status	Credit Hours Required*
Full-time	12 or more
Three-quarter time	9 to 11
Half-time	6 to 8
Less than half-time	1 to 5

**Note: Clock hours are divided by 30 to obtain the equivalent credit hour value.*

FINANCIAL AID FOR STUDENTS WITH DISABILITIES

Students with disabilities are eligible to apply for any and all forms of financial assistance that are available through the College. There are no programs, however, through either the Financial Aid Office or Disability Support Services (DSS) Office that are specifically for students with disabilities. The DSS Office maintains a small list of specialized scholarships, but the list is very limited.

Students with documented disabilities may enroll in a less than full-time course load as an academic adjustment to accommodate their disabilities under the Americans with Disabilities Act of 1990 and the regulations accompanying Section 504 of the Rehabilitation Act of 1973. Students are encouraged to discuss full-time course load requirements with an academic advisor or student services counselor for their respective program. Additionally, the nature of the disability must warrant the adjustment. A financial aid counselor can determine how a reduced course load will affect their aid.

Students should be aware that federal law requires the Federal Pell Grant funds be prorated based on the number of credits taken, and that the student financial aid budget will also be reduced accordingly. In addition, to participate in the federal Stafford Loan Program, or to have a previous loan deferred, the student must take at least six credits. Finally, as always, eligibility for financial aid depends upon satisfactory academic progress.

STANDARDS OF ACADEMIC PROGRESS FOR FINANCIAL AID PROGRAM PARTICIPATION

According to federal regulations, students participating in any federal financial aid programs offered through Palm Beach Community College will be subject to the following Standards of Academic Progress. These standards will also apply to state programs. Calculation under these standards will include all terms of enrollment, regardless of whether the student was a financial aid recipient. These standards were effective for all financial aid recipients as of Fall Term 1999.

Minimum Standards

To be considered as making satisfactory academic progress, the student must maintain the minimum cumulative GPA (as shown in Table 3-1) and a minimum 67% course completion rate (audits, failures, incompletes, repeats, and withdrawals are included as attempts).

Table 3-1

Required Minimum Standards

Students are required to have:

Cumulative Hours Attempted	Cumulative GPA
1-14	1.4
15-27	1.6
28-45	1.8
46-90	2.0
91 and above	may no longer be eligible to receive Financial Aid

Students are also required to have a minimum 67% course completion rate.

Federal regulations require that students complete their programs in a period no longer than 150% of the published program length. Students seeking the A.A. degree will be eligible to participate in the financial aid programs offered at PBCC until they have attempted 90 credit hours. Student seeking A.A.S. and A.S. degrees and certificates will also be eligible until they have attempted 150% of the number of credit hours needed for their program as published in this catalog. All credits that appear on the student's transcript will be counted as cumulative hours attempted regardless of the grade received including transfer credits, CLEP hours and repeated courses, and certain ESOL courses if designated as credit courses by the transferring institution.

College Prep course work will not be included when applying these standards. However, the student is eligible to receive financial aid for a maximum of 30 college prep hours.

All incomplete grades (grades of I) will be counted as failing grades (grades of F) until the Registrar's Office posts the final grade on the transcript.

These standards will be assessed at the end of fall and spring terms (summer enrollment will be calculated at the end of fall terms). Students who fail to meet the minimum standards will be suspended from all federal and state financial aid program participation until they have earned the appropriate GPA and have achieved the required minimum completion rate. Students who exceed the maximum time

frame will be terminated from all federal and state financial aid program participation at PBCC.

A student who is placed on financial aid suspension or termination will not be eligible to receive any federal or state funding, including student loans. Students who are suspended must pay for their own classes until they have earned the minimum required GPA and hours. Students will not be reimbursed for the courses taken while on suspension.

Appeals

Students may appeal suspension or termination status based on the following mitigating circumstances:

1. Death in the family affecting the student's academic performance
2. Illness of the student or immediate family member having direct effect upon the student's academic record
3. Other extraordinary circumstances determined acceptable by the Financial Aid Office

These students must complete a Financial Aid Suspension/Termination Appeal Request form and submit it to their campus Financial Aid Office. If denied, the student may pursue further review by the Financial Aid Committee. Upon approval of a suspension appeal, the student's financial aid eligibility will be reinstated for the current term, during which he or she must achieve the minimum standards. Upon approval of a termination appeal, the student must maintain a minimum 2.0 GPA and earn all credit hours attempted.

POLICY FOR WITHDRAWALS

Students who withdraw from the College (all courses in a given term) and are receiving financial aid will be subject to the Refund and Repayment Policy and may have to return funds. (See the following section.) In addition, withdrawals affect the qualitative measure of progress and the time frame for degree completion listed above.

REPAYMENT OF TITLE IV FUNDS

The amount of Title IV aid a student must repay is determined via the Federal Formula for Returns of Title IV Funds, as specified in Section 484B of the Higher Education Act. This act also specifies the order of return of the Title IV funds to the programs from which they were awarded. A copy of the complete policy is available in the Financial Aid Office.

STUDENTS IN DEFAULT ON TITLE IV LOANS

Students in default will not be able to register for classes. In the case of lifting a default hold to allow a student to register at the College, the student must prove that he or she has made a good faith effort to repay the loan or provide evidence that it is in the best interest of the College, student and lender for the student to be allowed to continue at the College. The college will release academic transcripts for students with defaulted loans in accordance with Florida Statute 240.465 (5).

TRANSFER STUDENTS

Any student who transfers to PBCC from any other school beyond high school must provide official transcripts from all other schools attended. The transcripts must be evaluated by PBCC before there can be an offer of financial aid.

VETERAN AFFAIRS (VA)

The College is state approved for veterans training. Veterans and eligible dependents who plan to attend under any of the various veterans' training laws should apply through the veterans' section of the Financial Aid Office.

Upon enrollment, veterans and veteran-dependents are required to pay all regular fees and charges just like other students the exceptions are pre-certified Chapter 31 students (disabled veterans under vocational rehabilitation). Any VA student may receive one deferment per academic year to pay his/her fees by completing the appropriate forms in the veterans' section of the Financial Aid Office. Veterans who choose to defer their fees and fail to pay by the due date will be treated like other students who fail to pay fees. Upon certification by the College and Veterans Administration, an educational allowance is paid monthly to the student for training time computed as follows in Table 3-2.

Table 3-2

Veterans Affairs Allowance

Time	Regular Term	Six-Week Session
Full	12 hours or more	4 hours or more
3/4	9-11 hours	3 hours
1/2	6-8 hours	2 hours
Fees Only	1-5 hours	1 hour

Students claiming benefits and eligible to receive a monthly benefit check should be prepared to meet their expenses in full for the first two or three months prior to receipt of their first VA check. When eligibility is established, checks usually arrive by the 10th of each month.

Table 3-3

Standards of Progress For Veteran Students

Semester Hours Attempted	Grade Point Average
1-14	1.4
15-27	1.6
28-45	1.8
46 and over	2.0

Standards of Progress for Veteran Students

Palm Beach Community College has established the following standards of progress for all veterans or eligible persons receiving VA benefits to comply with Veterans Administration regulations:

1. Complete academic records are maintained on each veteran who is certified as eligible for benefits under the public laws. The records must show continuous pursuit of a degree and the rate at which progress is being made. They include final grades in each subject for each term, record of withdrawal from any subject to include the last day of attendance for a course and record of enrollment in subjects from which there was a withdrawal.
2. Complete academic records are maintained on previous college-level academic training, and these records indicate the amount of credit accepted that proportionately shortens the training period. The record is cumulative in that it shows the results of each term of enrollment, subjects taken and grades earned.
3. Students receiving VA benefits should note that excessive absences would result in termination of benefits. A veteran or other eligible student will be subject to the attendance criteria covered in this catalog. PSAV students with absences totaling more than the equivalent of 10 percent of the total hours for the enrollment period will result in the student being terminated from receipt of VA benefits due to unsatisfactory attendance.
4. Policies relative to standards of conduct and progress required of the student are enforced. These include, but are not limited to, placing students on academic probation when their grade point average is below that indicated in Table 3-3. PSAV students who fail to maintain satisfactory progress are not permitted to continue enrollment in the program and would not, therefore, be certified as eligible to receive benefits.
5. If the appropriate GPA has not been attained after one semester on probation, the Veterans Administration will be notified that the student is making unsatisfactory progress and that educational benefits should be discontinued. Notice of changes in enrollment status is also sent when a student withdraws during a term or changes status.
6. Unsatisfactory progress will be reported when a student accumulates punitive grades (Fs) equivalent to more than the minimum number of credit hours considered to be full time (12).
7. PSAV students are expected to complete a program within the number of training hours approved by the State Approving Agency for Veterans Training. Likewise, the state requirement for Basic Skills must be met for the particular program. If at any point it is determined that a student cannot successfully complete the program within the approved number of hours, the student's VA benefits will be terminated because of unsatisfactory progress.
8. PSAV students at the end of any evaluation period who have not attained and maintained satisfactory progress (70 percent or above on written exams and passing or above on all skills and technical requirements) will be placed on academic probation for the next evaluation period. Should the student not attain and maintain satisfactory progress by the end of the probationary period (one evaluation period), the student's VA benefits will be terminated due to unsatisfactory progress.

Note: It is the responsibility of the veteran to advise the Veterans Affairs Office of any changes in status, i.e., address, withdrawal from class, etc. The coordinator of Veterans Affairs is located in the Financial Aid Office.

Fees and Payment

CLASS TUITION AND FEES

Tuition is established annually by the Board of Trustees. In addition, there are special fees associated with some classes. Tuition and fees are listed in the Course Schedule each term or online at *www.pbcc.edu*. Non-Florida residents pay higher fees.

All fees are due at the time of registration and must be received by their payment due date. Students may pay using several options:

- By Web on PantherWeb at *www.pbcc.edu* (Click "PantherWeb") from 3 a.m. to 11 p.m. daily. Please note that the system may be down for periodic system maintenance.
- By phone on PantherLine at (561) 434-5046 from 3 a.m. to 11 p.m. daily. Please note that the system may be down for periodic system maintenance.
- By drop box located at each PBCC location
- In person at the Cashier's Office.

No registration will be completed until all matriculation fees, tuition fees and miscellaneous fees have been paid in full. A student may not attend classes until this has been completed. A student will be withdrawn from classes if the student's check is returned unpaid. If a student has had a returned check, he/she will be required to pay all future fees by cash, money order or certified check. Personal checks may be accepted for the amount of fees due. It is suggested that each student bring two checks to registration: one for registration and one for the purchase of books and supplies. All fees are subject to change by action of the Florida Legislature and the PBCC District Board of Trustees.

APPLICATION AND REGISTRATION FEES

A non-refundable fee is charged for processing applications, and a one-time fee is charged each term for registration. Some limited access programs charge an additional application fee.

Senior Citizen Reduced Tuition

Senior citizens 60 years of age or older may register each fall, spring or summer term for a maximum of two credit courses per term on the day after the final day of the regularly scheduled add/drop period, on a space-available basis if all prerequisites have been met. There is a fee payment of $10 per credit hour, regardless of Florida residency status. The one-time application fee and a per term registration fee applies. The student activity fee, financial aid fee and capital outlay fee will not be charged.

Senior citizens will be expected to pay the one-time application fee and all regularly assessed special fees and registration fees for any courses in which they enroll.

DELINQUENT AND UNPAID ACCOUNTS

A fee of $20 or five percent of the check, whichever is greater, is charged for returned checks. Any student who has a delinquent account shall be notified. If the delinquency is not cleared within the specified time, the Office of Student Services will inform the student that he/she has been placed on disciplinary probation, suspended from class attendance, subject to immediate suspension from College and have all academic records frozen until the account is cleared. Unpaid student accounts will be considered cause for cancellation of registration, graduation, granting of credit, or release of transcript.

EXAMINATION FEES

Variable fees are charged for some exams such as make-up exams. Students wishing to appeal these fees should contact the Testing Center coordinator at each location.

INDIVIDUAL PROGRAM COSTS

Individual program costs vary. In some programs, students must purchase approved uniforms and/or special kits as required.

LIBRARY FEES

If a book is lost, the student responsible must pay the acquisition price of that book. For an overdue book, a penalty per school day, excluding weekends, will be charged. Students will be charged up to the acquisition price of the book.

SPECIAL FEES

Special fees are assessed in addition to the basic fee schedule.

Liability Insurance Fee

A Student Insurance Fee is required in certain courses where the student is providing a service to the public and is payable once per academic year.

Short Course, Noncredit

Fees to cover the cost of instruction and materials for short courses, noncredit courses and workshops will be announced for each course offering. No refunds of $10 or less will be made for workshops except for cancellations.

Television Courses and "Course in ■ Box"

All courses offered via television have a special fee.

STUDENT FEE AUDIT

The College staff will conduct an audit of all fees collected at the close of each registration. In accordance with College policy, all students owing additional fees as a result of this audit will be required to pay them. Over-collection of fees will be refunded.

TEST FEES

Test fees are posted at the Testing Centers and on the PBCC Web site. All fees are subject to change. All test fees are based on a per-day charge. Students taking the Comprehensive English Language Test (CELT), the Florida College Entry Level Placement Test (FCELPT), the College Level Academic Skills Test (CLAST), or the Test of Adult Basic Education (TABE) must wait 30 days between retakes.

TRANSCRIPT FEES

A fee will be charged for an official transcript.

Additional transcripts will not be issued until this fee is paid. There is no charge for an unofficial copy given to student.

Parking

DECALS

All licensed vehicles, other than visitors, are required to have a parking decal or permit. Annual decals expire at the end of each summer term.

Parking decals should be obtained at the Lake Worth or Palm Beach Gardens PBCC Security Office, the Boca Raton PBCC Cashier Office or Belle Glade PBCC Bookstore.

Parking permits are required for Career and Technical Education students as follows:

(a) Less than seven weeks or workshops require a dashboard permit to be issued free of charge.

(b) Students attending classes for terms lasting seven weeks or more are required to purchase a parking decal.

PBCC in Boca Raton is located on the campus of Florida Atlantic University therefore, FAU parking rules apply. Detailed information is provided upon purchase of a decal at the Boca Raton Cashier's Office.

CITATION APPEALS

Security officers can provide instructions on filing an appeal for citations.

Refunds

The refund schedule is based upon the dates listed in the registration calendar that appears in the front of the catalog and in the student handbook.

Any student who officially withdraws from college or reduces his/her course load prior to the end of the published add/drop period is automatically eligible for a full refund of refundable fees after the session add/drop period has ended. No grade is recorded on the student's transcript.

The appropriate account is automatically refunded on a pro-rata basis in those cases where a first time-at-the-college Title IV financial aid student withdraws from all credit classes after the end of the published add/drop period but not beyond 60 percent of the term. A grade of W is recorded on the student's transcript and will not affect the student's GPA.

A student who has to withdraw or is dropped from a class due to a PBCC error or change or other PBCC action, after the published add/drop period, shall be refunded 100 percent of refundable fees upon the approval of the student's refund request. No grade or attempt is recorded on the student's record.

No other refunds are granted except in those cases where a student withdraws from classes due to a personal emergency beyond the student's control. Refunds may be granted for up to 60 percent of the term under these circumstances and will be computed on a pro-rata basis. A grade of W will be recorded on the student's transcript and will not affect the student's GPA.

DOCUMENTATION REQUIRED

Supporting documentation MUST accompany refund requests based on a PBCC action or personal emergency. The following documentation is required:

- Death of Immediate Family Member- documentation of the death and the student's relationship to the deceased. Immediate family members are limited to spouse, child, parent and sibling.
- College Change or Error - a letter from the appropriate College official documenting the situation in which the College was in error or initiated an action that caused the student to have to withdraw.
- Employment - a letter on company stationery indicating that the student's employer changed his/her work schedule (listing old and new work schedule) and that this change prevents the student from completing the term.
- Medical - a letter from the student's physician or health care agency specifically indicating an illness of such severity or duration that the student cannot continue in a course(s). The letter must include dates of the illness and treatment.

PROCESS

The refund-request process takes approximately four weeks. If the student is no longer attending, it is the student's responsibility to withdraw from the course(s). Submitting a refund form does not officially withdraw a student from a class or the College.

Decisions will be based on the documentation provided. Students will be notified in writing of the Refund Appeals Committee's decision. If approved, a refund check will be mailed from the refund office to the address listed on the Registrar's Office computer record or the student's financial aid account will be credited.

Refund requests received after the last day of the academic term of the request will not be considered except in cases of extreme circumstances or College error as determined by the Refund Appeals Committee.

REFUND EXCEPTIONS

Music, Special Fees

No refund is allowed unless the student is subsequently found to be ineligible by the College for the class.

Physical Education, Special Fees

Some of these fees are held in trust for the vendor, and a 100 percent refund for withdrawal from these courses can be made, based upon the same criteria as the refund of regular tuition fees for the class.

Tax Credits

Under the provisions of the 1997 Taxpayer Relief Act, the "HOPE Scholarship" was established for education-related expenses paid after January 1, 1998. The tax credit applied to a student's first two years of college and eligibility is based on a family's income level. There are also tax credits for lifelong learning and some student loans' interest. For further information on educational tax credits, please contact a tax advisor or the Internal Revenue Service.

STUDENT SERVICES/STUDENT LIFE

Palm Beach Community College strives to provide broad opportunities for the intellectual and cultural development of students in an atmosphere of order and respect. Student Services works in partnership with Academic Affairs and other components of the College in developing programs and activities to meet this end. Various student services are available on each campus, with the vice president of student services giving College-wide leadership and direction in this area.

One condition of enrollment at the College is that the student follows the Student Code of Conduct, as listed in the student handbook. The vice president of student services, College registrar, and campus provosts, with the assistance of the deans of student services and other college personnel, are responsible for interpreting and enforcing school policies, rules and regulations that apply to students.

Academic Advisement

At the Lake Worth location, associate in arts (A.A.) and post secondary adult vocational (PSAV) students are advised by Student Services academic advisors. Associate in applied science (A.A.S.) and associate in science (A.S.) students are advised by program advisors. At other college locations, Student Services counselors, advisors and program managers advise students in all programs. Students should maintain contact with academic advisors to be certain they are taking the courses necessary to complete a program, graduate, or transfer to their preferred university. Students assume ultimate responsibility for course selection.

Career Planning & Employment Services

Career services are available at each location, where students can visit for an introduction and orientation to career resources. These resources include career counseling and advisement, computerized career guidance programs, career assessment inventories, and a career library documenting current trends in employment markets. Students receive personalized information about their interests, abilities and values relating to occupations and educational programs.

Employment services are available to students and graduates including job search strategies, interviewing and resume writing assistance. Employment counseling, workshops, audio visual materials and printed resources are used to develop effective job search techniques. Students can identify part-time and full-time employment opportunities through the PBCC Online Career Office Program, on-campus recruiting and job fairs. Resumes can be posted online so employers can search for students meeting their employment needs.

Credit classes in career development and job searching are available to students:

SLS 1300- Career Self-Assessment- 1 credit

SLS 1301- Career Development- 3 credits

SLS 1302- Career Information and Decision Making- 1 credit

SLS 1303- Job Search- 1 credit

Centers can be accessed at www.pbcc.edu/student/career . Enrollment in the PBCC On-line Career Office program gives students access to the virtual career center 24 hours a day. This online career service contains thousands of resources to assist students in career exploration, locating employment opportunities, and talking with local mentors in various careers through the Career Consultants Network. Students seeking individual assistance with career planning or job searching are encouraged to make an appointment with a career specialist at the location of their choice.

ELIGIBILITY TO USE THE CAREER CENTERS

To use Career Center services, persons must meet one of the following criteria:

- Currently enrolled students in degree programs, certificate/PSAV programs, credit classes, noncredit professional development courses (i.e., insurance, real estate, security guard) and Crossroads program students.
- Graduates of PBCC programs.
- Prospective student* with applications and the appropriate test scores (FCELPT or TABE) on file.

Note: Transfer students with appropriate test scores on file from previous institutions must pay the application fee in order to establish their eligibility.

** If a prospective student does not enroll in the next upcoming term or session, the Community Career Center fee will be required.*

SERVICES FOR NON-PBCC-STUDENTS

Non-PBCC students have two options to be eligible to use the Centers:

1. Complete an Application for Admission and pay the $20 application fee.
2. Enroll in the Community Career Center program and pay $20 fee (may not be available at all campuses).

Use of resources in the Center is allowed for the term or session in which the person enrolls with one orientation/tour and one consultation with a counselor/advisor.

Disability Support Services

Palm Beach Community College is committed to providing full access to all programs, services and facilities for qualified individuals with disabilities as mandated by Section 504 of the Rehabilitation Act of 1973 and by the Americans with Disabilities Act of 1990. Services and accommodations are not automatic. It is the responsibility of the student or prospective student to notify the Disability Support Services (DSS) Office at his/her individual campus of the need for modifications and to provide appropriate written verification by a qualified professional in support of the disability claim. Services cannot be authorized until the documentation has been verified and the student has officially registered with the DSS Office. This voluntary self-declaration procedure is independent from the admissions process itself, and all disability records are treated as confidential and kept separately in the DSS Office.

Students with disabilities are, therefore, encouraged to meet with the disability service representative at their campus before registration. This advisor will assist with course selection and accommodation needs and also will coordinate other campus resources to best meet the educational needs of students with disabilities.

Health Services and Information

PBCC addresses the health educational needs of its College population through the Health Services Office in Room 114 of the gymnasium at the Lake Worth location. Hours are Tuesday through Thursday from 9:00 a.m. to 1:00 p.m. (561-868-3003). Any changes in operating hours will be posted. This office provides and coordinates health educational activities for all locations.

ACCIDENTS AND ILLNESS

Report all accidents to a College official immediately. In case of injury or illness, seek competent first aid immediately. Call the campus security or the Office of Student Services or, if the situation warrants, call first for paramedic emergency assistance by dialing 911.

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

The underlying pathology of AIDS is a breakdown of the body's immune system. The greatest risk of becoming infected lies in the sharing of intravenous needles and syringes or exposure through intimate contact with someone who is HIV positive or has AIDS. There is no evidence that AIDS can be spread by casual contact. For further information about AIDS and how to safeguard yourself against this fatal disease, contact one of the Student Services counselors.

AIDS POLICY

The College will allow students with AIDS, AIDS Related Complex (ARC) or those testing positive for Human Immunodeficiency Virus (HIV) to participate in any student programs unless it can be demonstrated that such students are a direct threat to other students, employees or the public.

If it is determined that a student who has AIDS, ARC or has tested HIV positive appears to pose a threat to other persons, the condition will be reviewed by a College committee consisting of the vice president of student services; two College employees in the health care field; and one other administrator, counselor or faculty member appointed by the President. The committee will review the facts and recommend to the President whether or not action should be taken. The committee will consider "reasonable accommodation" if it is determined that some type of action is required.

The committee will take reasonable measures to safeguard the confidentiality of medical records or other information it has obtained.

The student handbook provides information related to AIDS education and specifies where additional AIDS education may be obtained.

MEASLES IMMUNIZATION

It is strongly recommended that all students under the age of 35 years who have not had measles (rubella) or who were immunized for this disease before 1965 obtain measles immunization prior to attending college. Certain Limited Access Programs require documentation of immunization. Refer to specific program information. Immunization can be obtained in the Belle Glade, Delray Beach, Lake Worth, Riviera Beach, and West Palm Beach health department clinics.

Insurance

The College assumes no responsibility if an accident occurs. Students are encouraged to secure adequate insurance to cover any medical expenses they might incur. Student health insurance forms may be picked up from the Health Services Office at the Lake Worth campus or from the contact person in counseling at the other three locations. The College acts only as the dissemination point for these brochures. All arrangements for payment and claims are made between the student and the insurance carrier. Insurance is mandatory for all students on an F-1 visa. Contact the International Student Office for more information. Students in certain programs may also be required to secure insurance. Refer to specific program information.

Lost and Found

Recovered lost articles may be claimed in the Security Office at Lake Worth and Palm Beach Gardens, in the Registrar's Office at Belle Glade and in the Service Center at Boca Raton.

Student Handbook

All regulations and policies pertaining to student conduct are listed in the student handbook. Copies are available in the Student Services office on each campus.

Student Publication

The Beachcomber, PBCC's student newspaper, is published bimonthly. Although experience is preferred, a limited number of inexperienced students are accepted as trainees. Students receive practical, on-the-job training in the fields of reporting, advertising, editing, photography and business management. The newspaper office is located at the Lake Worth campus.

Student Retention & Completion

Information about student retention and completion in each of the academic programs is available to students in the Student Services offices and associate dean's offices. The availability of this information satisfies the federal requirement regarding dissemination of student consumer information.

Testing Services

Various testing programs for students are provided on each campus. A variety of national and state exams for students such as the CELT, CLAST, CLEP, E-ACT, FCELPT, SAT-I, and TABE are administered. Application and information for these and other tests are available in the Student Services Testing Center on each campus.

Note: A legal photo ID is required for all testing services. See the Admissions section of this catalog for detailed testing information.

Student Life

ATHLETICS

The College has varsity intercollegiate athletic teams for women (basketball, volleyball and softball) and for men (basketball and baseball). Membership in the Florida Junior College Conference and the National Junior College Athletic Association largely determines policies and procedures. The program provides an opportunity for students to experience competition, skill development, self-discipline and cooperation. Students with disabilities are encouraged to try out for teams on which they might successfully participate.

STUDENT GOVERNMENT

Each PBCC location has a student government group: the Student Government Association (SGA) at Belle Glade, Boca Raton and Lake Worth and the Student Activity Committee at the Palm Beach Gardens location. These groups provide guidance and direction to the student body, develop student programs and activities, promote student involvement, develop positive working relationships and provide students with opportunities to develop and exercise leadership skills. Contact the campus Student Services office for information.

STUDENT ORGANIZATIONS AND CLUBS

Palm Beach Community College offers assistance in the formation and official recognition of clubs and other organizations of students, faculty and alumni who have interests in common. There are well-defined procedures available through the Student Services Office for the establishment and sanctioning of a special interest group. The following are currently sanctioned groups.

Belle Glade

- Chess Club (Fabulous Knight)
- Florida African-American Student Association
- Phi Theta Kappa (Honors Society)
- Student Government Association

Boca Raton

- Black Student Association
- Computer Club
- Courtyard Players (Drama Club)
- Florida Future Educators of America
- Phi Theta Kappa (Honors Society)
- Photo Club
- Political Forum
- Self-Defense & Martial Arts Club
- Spanish and Latin Student Association (SALSA)
- Student Government Association

Lake Worth

- American Society for Interior Design (ASID)
- Astronomy Club
- BACCHUS Committee (Alcohol, Drug and STD Prevention)
- Beachcomber (Student Newspaper)
- Black Student Union (BSU)
- Brain Bowl
- Campus Activities Board (CAB)
- Cheerleaders
- Community: EARTH
- Computer Club
- Christian Fellowship
- Delta Epsilon Chi (DECA)
- Dental Assisting Student Association (DASA)
- Early Childhood Education Club
- Intramural Sports
- Kiskeya Club (Haitian Student Organization)
- Nursing Student Association (NSA)
- PBCC Players (Theater Club)
- Performing Musical Groups:
- Concert Choir, Chamber Singers, Troubadours (jazz vocal ensemble),
- Concert Band, Brass Ensemble, Woodwind Ensemble
- 12 O'clock Jazz Ensemble, Tuesday Nite Band, Jazz Combos
- Phi Theta Kappa (PTK)
- Photomorphosis Club (Photography Club)
- Sociology Club
- Spanish and Latino Student Association (SALSA)
- Student American Dental Hygiene Association (SADHA)
- Student Government Association (SGA)
- Students for International Understanding (SIU)
- Vertigo Car Club
- Yashi Hama Tandai Budo Kai (Martial Arts Club)

Palm Beach Gardens

- Art Alliance
- Astronomy Club
- Brain Bowl
- Christian Club
- Circle K
- Florida African-American Student Association
- Horticulture Forum
- Math Club
- Medical Imaging Club
- Northstage (Theater Club)
- Phi Beta Lambda (Business Club)
- Phi Theta Kappa Honors Society (PTK)
- Political Forum
- Psi Beta (Psychology Honors)
- Psychology Honors Club
- Respiratory Care Club
- Sociology Forum
- Student Activities Committee
- Students for International Understanding (SIU)

To hold office in a student organization, a student must have a minimum 2.0 grade point average (GPA) at the beginning of tenure of office and must achieve a minimum 2.0 GPA during each term in office. To belong to the PTK Honors Society, a student must have a minimum 3.2 GPA and have earned 12 semester hours at PBCC.

HOUSING

Student housing is available through the Palm Beach Community College Foundation at the Count de Hoernle Student Village, located at Second Avenue North, Lake Worth. The site is 1/4 mile north of the Lake Worth location. The townhouse-style housing, consisting of four-bedroom units, accommodates 640 students. Each unit is completely furnished and carpeted and has a living room, dining area, kitchen with all appliances, 2-1/2 baths, full-size washer and dryer.

One student occupies each bedroom on an individual agreement basis. Phone jacks are in each bedroom, and cable TV is provided. A swimming pool and volleyball court are on the premises. Housing is for students of PBCC and other colleges. Agreements are available at the facility's office. For more information, call (561) 582-9100.

INTRAMURAL AND RECREATIONAL ACTIVITIES

Intramural and recreational activities are sponsored by Student Services. These activities represent a broad selection of individual and team sports. Opportunities are available for students to participate in all phases of the intramural program, including planning and organizing, competing and officiating.

Campus Libraries

Library services and resources support the curriculum, faculty and students at all four PBCC locations. Campus libraries maintain a diverse collection of materials that include books, periodicals, local, state and national newspapers, microforms and reference materials. Access to all library materials and electronic collections of books, periodicals and journals are available through LINCC (Library Information Network for Community Colleges), the online catalog. Over 2,000 journals and periodicals are available online and in full-text, and electronic books add more than 10,000 volumes to the collection. Florida Atlantic University provides PBCC at Boca Raton with library service through a joint-use agreement.

Librarians are faculty members who are professionals adept in the research process they work closely with students in finding and using information and developing information literacy skills. Librarians offer individual and classroom instruction in the use of resources and work collaboratively with other faculty to develop innovative approaches to using library resources. Librarians teach credit courses in the use of electronic resources and teach online courses using the latest technology.

Additional services provided by the library include: an interlibrary loan service which links all 28 Florida community college libraries, universities and public libraries together for cost-free lending/borrowing of materials, a reserve collection of materials, a computer/instruction lab, study rooms and private study areas, photocopiers, and a virtual reference desk (Ask-a-Librarian). Students also have borrowing privileges at FAU and with area libraries that are members of SEFLIN (Southeast Florida Library Information Network).

Because library hours vary on each campus and between terms, current information is available at www.pbcc.edu/llrc .

Center for Personalized Instruction (CPI)

The CPI offers educational development to both day and evening students. Individualized instruction in selected credit courses and college preparatory courses in reading, English and mathematics is available. CPI courses combine lecture, individualized instruction and multimedia-assisted instruction to deliver a curriculum that meets the specific learning needs of each student. Flexible class scheduling on a "To Be Arranged" (TBA) basis, as an alternative to the traditional classroom, is available at several campuses.

In addition to courses, CPI academic support and learning assistance services include tutoring, Supplemental Instruction (SI) and videos and computer software that correlate with many PBCC courses. Review materials for standardized tests such as the CLAST and TABE are available.

All students have access to CPI services. Vocational Preparatory Instruction (VPI) is also available. Please contact the CPI on each campus for more information.

Children First

This is a court-mandated program for those couples seeking a divorce who have children under the age of 18. For more information, call (561) 868-3556.

Cooperative Education

Cooperative education (co-op) is a nationally recognized academic program combining on-campus study with work-related experience in area business, industry or governmental agencies. It is based on the principle that learning is not confined to classroom achievement and is equally dependent upon experiential opportunities.

As a co-op student you can:

1. Earn academic credit
2. Gain practical experience and job knowledge
3. Test your career decision
4. Make valuable contacts in your professional field
5. Earn income through work in your chosen field of study.

ELIGIBILITY

Students who have completed one full-time semester or at least 12 credit hours are eligible to enter the co-op program, provided they have a minimum cumulative grade point average of 2.0 and are in good academic standing. Participating students must be willing to develop a cooperative education position related to their major fields of study.

OPERATIONS

Co-op participation may be part time, full time, paid or unpaid work experience providing entry-level, intermediate or advanced training. Current employment may meet the program requirements with modified or enhanced duties in cooperation with the employer. The work experience is coordinated with on-campus study. Students may earn up to six academic credits usable as elective credits, added credits or to meet the curriculum requirements in designated programs. Students should consult with an academic advisor regarding the transferability of co-op credits in programs offered by upper-division colleges and universities.

ENROLLMENT

Co-op education varies across the district, using a common core of required student activities. For specific information regarding enrollment requirements and student activities, contact the appropriate campus listed below:

Belle Glade	(561) 993-1122
Boca Raton	(561) 862-4325
Lake Worth	(561) 868-3066
Palm Beach Gardens	(561) 207-5350

Distance Learning

Distance Learning classes provide increased student access through alternative education delivery systems and flexibility of time and location. They promote the integration of technology in the learning environment and the globalization of education through electronic access to information and experts worldwide. These courses use multiple learning environments, such as the Internet, television and videoconferencing. Some courses will combine a variety of these environments in the instruction. The chief difference between face-to-face courses and distance learning courses is in the type of course delivery. Course materials may be on videotapes or online, or the instructor may broadcast from another site rather than be in the same classroom with the student. Students may contact their instructors and other classmates via telephone, e-mail, chat rooms, bulletin boards, Fax or sometimes through on-campus meetings.

These courses have the same educational objectives as face-to-face classes, are fully accredited and appear on a student's transcript like a face-to-face class. Some PBCC courses may require an additional course fee. The class schedule should be consulted.

For more information about distance learning, check the Web site at *www.pbcc.edu/dl* or send an e-mail to learn@pbcc.edu.

WHO SHOULD TAKE A DISTANCE LEARNING CLASS?

Successful students need to be highly motivated, have good study skills and use time management skills effectively. They must be willing to contact their instructor for assistance when needed and be responsible for completing assignments on time and without reminders. Before students register for a distance learning class the first time, they should visit the distance learning Web site and contact an academic advisor for assistance.

SUPPORT SERVICES FOR DISTANCE LEARNING STUDENTS

Students registered in distance learning courses receive the same support services as on-campus students. These services include registration, advising, financial aid, disabled student services, bookstore services, library services and Testing Center services, as well as many others. A list of support services is available on the distance learning Web site.

INTERNET COURSES

Internet classes offer a world of resources to students who have Internet access. These classes provide some of the materials in an anytime anywhere mode. Students can keep in touch with the instructor and other students by using the communication tools of the Internet.

Internet courses are organized into these following categories:

1. Pure Internet courses are taken entirely over the Internet. On-campus time is NOT required. Some instructors may request an on-campus orientation meeting or testing.
2. Internet Option courses give the student the option of attending the face-to-face class or completing some or all of the work on the Internet. Some instructors may request an on-campus orientation or testing.
3. Internet Component courses require attendance in a face-to-face classroom in conjunction with activities involving the use of the Internet.
4. Tele-Web classes utilize the video lessons from the television classes that are combined with an Internet component to create this type of course. There may be some face-to-face requirements.

TELEVISION COURSES

Television courses offer convenience and flexibility in class scheduling. Students can watch videos, complete readings and do assignments in the home or workplace. Many times, students learn by watching. These video programs offer the students an opportunity to watch a biological experiment or a demonstration of a statistical analysis or perhaps listen to a panel discussion of geological experts. You can watch these videos as often as needed and review and correct assignments before they are due.These courses use videotapes, textbooks, study guides and other elements as the basic study materials for the course. On-campus attendance may be required for meetings and testing.

Television courses have options that include:

1. "Course-in-a-Box" classes, a set of prerecorded videotapes that are checked out to enrolled students for the term of the course. These videos are mailed to the student's home and must be returned at the end of the term.
2. Telecourses broadcast on the local PBS station, WXEL, at a scheduled time of day. Students also have the option of viewing the video lessons at one of the Media Services and/or PBCC Library Learning Resource Center locations.

VIDEOCONFERENCING COURSES

Videoconferencing courses give the student the ability to take a course at one of PBCC's convenient locations. Each course is taught by an instructor at one location and transmitted to the other locations. The instructor interacts "live" with the students at the other locations via a two-way video and audio system. Instructional materials are available at each location for each enrolled student.

English as a Second Language

Palm Beach Community College offers three levels each of reading and English courses and two levels of speaking and listening courses. These courses combine lecture and lab components to meet the specific needs of each student. Students are placed into the appropriate level based on CELT and FCELPT scores. Academic support is provided through tutoring, audio and video technology and interactive computer software in the Center for Personalized Instruction (CPI) at each location. Students successfully completing their required EAP (English for Academic Purposes) courses may proceed with registration in Gordon Rule courses.

Etta Ress Center for Lifetime Learning

The Etta Ress Center for Lifetime Learning, located at the Lake Worth location, is dedicated to exploring educational and cultural opportunities for adults, especially retirees, through courses, seminars, forums, field trips and lectures. It is a cooperative venture with volunteers from the theater and the scientific and professional arenas to bring intellectual enrichment to the community. For more information, call (561) 868-3556.

Honors

Honors activities at Palm Beach Community College are designed for students who enjoy advanced level studies. PBCC offers two options for students who seek the challenge of Honors coursework. First, students may enroll in Honors courses. These learning environments promote the development of critical thinking and research skills through in-depth class discussions, reading and writing assignments, and non-traditional classroom styles and activities. Second, students can add an Honors component to any regular credit course, with instructor permission, by completing an Honors project contract. In this case, the student writes an additional research paper in the course and meets with the instructor throughout the term for guidance and advice. The experience of either of these options helps students to make interdisciplinary and real life connections and prepare them with skills needed to transfer to a university or the workforce.

PBCC students qualify for Honors with a cumulative 3.5 GPA. Students who graduate from PBCC with a 3.5 GPA and 12 credit hours of Honors coursework completed with a grade of B or higher are designated as Honors graduates.

To discover more about Honors and its benefits, visit *www.pbcc.edu/honors* or call Academic Services at (561) 862-4652.

Leisure Time Learning

This program offers short-term, noncredit courses addressing lifelong learning, lifestyles and personal enrichment, and recreation and leisure.

Transition to Learning and Careers (TLC)

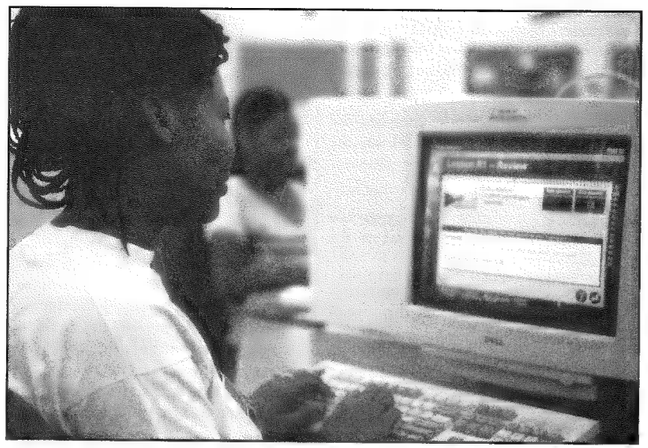
This Department of Career and Technical Education provides support services for special populations seeking to succeed in job preparatory programs. Services foster self-sufficiency through acquisition of basic academic skills, basic employability skills, and basic life skills for adults in transition to career employment. Exploration of high demand/high wage and non-traditional occupations is emphasized. Students likely to benefit from these services are those with barriers to education or to employment who are exploring or enrolled in A.S., A.A.S., and PSAV programs.

Carl D. Perkins Network authorizes resources for students to explore and reach their job prep goals through advisement, specialized tutoring, career guidance and Test of Adult Basic Education (TABE) preparation and remediation. For more information, call 561-868-3543.

Connections Program functions to support and guide single parent students to successfully complete job prep programs. Supportive services "connect" single parent students to essential resources within PBCC and community resources. Academic advisement and career guidance includes exploration of non-traditional occupations leading to self-sufficiency. Some limited funds are available for students with educational needs not covered by financial aid. For more information, call (561) 868-3558 for guidance tailored to single parents.

Crossroads Program offers free workshops and career guidance to displaced homemakers over 35 seeking self-sufficiency through employment and training. The workshops are offered on an alternating schedule in the daytime and in the evening. Daytime workshops are held two consecutive weeks with follow-up for employment and training. Evening workshops run for five weeks on each Tuesday and Thursday with follow-up for employment and training. Participants need not be current PBCC students. Some limited funds are available for participants with educational or training needs. To register or for more information, call 561-868-3586.

Workforce Liaison serves as an academic liaison to job prep students sponsored by Palm Beach County Workforce Development Board. Students who are unemployed, under-employed or who have barriers to employment may be eligible for these special guidance services but they must have confirmation of eligibility for Workforce funding prior to meeting with the PBCC liaison. In addition to the ongoing case management, special services are currently available to Operation Paycheck participants who lost Florida employment as a result of the September 11, 2001, terrorist attacks. For more information, contact the Workforce Liaison at PBCC, 561-868-3557.



PBCC students use online tutorials to explore occupational resources.

ACADEMIC POLICIES

Academic Progress

Palm Beach Community College requires each student to maintain reasonable academic progress. Any student not maintaining the following standards of progress will be placed on academic probation. Financial aid students should also see Standards of Academic Progress for Financial Aid Program Participation in this catalog.

ACADEMIC STANDARDS OF PROGRESS

Students must maintain a cumulative grade point average (GPA) of:

* 1.4 or better for 1-14 semester hours attempted
* 1.6 or better for 15-27 semester hours attempted
* 1.8 or better for 28-45 semester hours attempted
* 2.0 or better for over 45 semester hours attempted.

Probation will be continued as long as the student fails to achieve the standard set for the number of hours attempted. Students on academic probation are encouraged to meet with an academic advisor/counselor. Probation will be calculated at the end of each term. (Both summer sessions will be considered one term.)

Any student on academic probation will be limited in course load to a maximum of 12 semester hours during the fall, spring and summer terms. A committee on probation will be appointed by the College President to hear any appeal cases.

ACADEMIC SUSPENSION OR EXCLUSION

PBCC does not suspend or exclude students for academic reasons, unless dictated by the conditions of their admission.

Academic Recognition

PRESIDENT'S LIST

At the end of the fall and spring terms, any student carrying a full academic load (12 hours for which they receive credit, excluding institutional credit) and earning a grade point average of 3.8 or higher will be placed on the President's List. At the end of spring term, any part-time student who has accumulated 12 or more semester hours credit during the combined fall and spring terms with a grade point average of 3.8 or higher will be placed on the President's List.

DEAN'S LIST

At the end of fall and spring terms, any student carrying a full academic load (12 hours for which they receive credit, excluding institutional credit) and earning a grade point average of 3.20 to 3.79 will be placed on the Dean's List. At the end of spring term, any part-time student who has accumulated 12 or more semester hours credit during the combined fall and spring terms with a grade point average of 3.20 to 3.79 will be placed on the Dean's List.

Attendance

CLASS ATTENDANCE

Students are expected to attend all classes and activities for courses in which registered. Any class meeting missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course. Class attendance policies are set by individual instructors and/or departments. Students are expected to adhere to the policies set by each instructor.

Students, when officially representing the College, such as on a field trip, shall not be counted absent, provided their instructors are given prior notification and any missed assignments are subsequently completed to each instructor's satisfaction.

Students will be granted excused absences in the case of a sub-stantiated emergency such as a confining illness, a serious accident or the death of an immediate relative. Instructors decide on the validity of the excuses and provide opportunities for students to complete any required make-up work. Students are responsible for immediately informing their instructors when they must miss class sessions for emergencies.

EXAMINATION ABSENCE

Absence for an announced examination will count as a failure on that examination unless it was for an emergency excused by the instructor and a make-up examination is taken later. In the event that the student disagrees with the determination of the instructor, the academic grievance procedure will be followed.

A student who fails to make arrangements within five days after returning to class loses make-up privileges, and the instructor determines the resulting grade. If the absence occurs at the end of a term, the make-up examination must be taken within 30 calendar days after the first scheduled day of classes in the subsequent fall or spring term. It is the responsibility of the student to contact the instructor for permission to make up the test. Failure to do so will result in an "F" for the examination.

Contact the Student Services Office on the respective campus for further information or see the student handbook.

Audit and Withdrawal Policies

Official withdrawal or audit forms must be filed with the Registrar's Office by the audit/withdrawal deadline. Deadlines are published in the catalog. In cases of non-standard beginning or ending dates, the audit deadline is at the end of 65 percent of the course session. Students with questions about audit and withdrawal deadlines should contact their academic advisor or instructor.

During the fall and spring terms, international students are required to be enrolled full time in courses for which they will receive grades. International students must get authorization from the international student counselor before auditing or withdrawing from a class.

AUDIT

A student may be admitted to certain courses on an audit basis with the completed request form. Students are not permitted to audit college preparatory courses or courses under a selected admission program. Courses taken by a high school dual-enrolled student may not be audited. Students auditing a course must attend class, but they are not required to take tests and examinations. No audit students may change their registration to seek credit in any course in which they are enrolled. Prerequisites, tuition and all special fees apply.

An instructor may withdraw an audit student (XW) for non-attendance. A student may not audit a course in which he or she received a grade of C or higher.

Students may change to audit by submitting the required form to the Registrar's Office prior to the deadline.

INSTRUCTOR WITHDRAWALS

Instructors may give a non-punitive WX grade for excessive absences for up to 65 percent of the course session. No WX grades shall be given after 65 percent of the course has elapsed. Instructors may also give a punitive (F, N, or U) grade for excessive absences, as defined in their syllabi, up to the end of the term.

Courses taken for audit are subject to the same attendance criteria however, instructors may assign a grade of XW for excessive absences at any time throughout the term.

Note: Upon the third attempt of a credit course, a withdrawal (student or instructor) will not be permitted and the student will receive a grade for the course.

STUDENT WITHDRAWALS

Students who withdraw from a course will receive a grade of W on their transcript. There is no refund for withdrawals submitted after the add/drop deadline. (See the calendar in this catalog for deadlines.) Students considering withdrawing from any course are strongly encouraged to speak with an academic advisor to discuss any impact that a withdrawal may have financially or academically.

A student may not withdraw from a PSAV course that meets less than two times. Contact the Registrar's Office for the withdrawal deadline for each PSAV course. Courses taken in fall 1997 or later will be permitted a maximum of two withdrawals per course.

Note: Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course.

College Level Academic Skills Test (CLAST)

The CLAST is designed to test the communication and computation skills that are judged by state university and community college faculty to be generally associated with successful performance and progression through the baccalaureate level. Florida statutes and the State Board of Education mandate the test for all students seeking an A.A. degree.

ELIGIBILITY

Students seeking associate in arts or baccalaureate degrees are eligible to register for the CLAST provided the following criteria have been met:

1. Satisfactory completion of at least 18 semester hours of college level course work
2. Completion of the A.A. General Education requirements in English composition and Gordon Rule mathematics.

CLAST is required for A.A. degree candidates only. A.S. degree seekers are not required to take the test unless they are planning to transfer to a university and the university requires the test. Students wanting to sit for the CLAST must apply to take the test by the registration deadline. Late registrants will be placed on stand-by status. That means that the individual will not be assured of a seat for the test. Students who do not take and pass this test will not be awarded the associate in arts degree. Admission to a state university may be afforded students who do not meet the minimum standard in only one part of this four-part exam.

The CLAST requirements also apply to students transferring to state universities in Florida from private colleges in Florida and from out-of-state colleges. All students graduating after August 1, 1984, must meet the standard scores established by the State Board of Education (See Table 6-1).

Table 6-1

CLAST Requirements

Dates	Reading	Writing	Computation	Essay
8/1/84	260	265	260	4
8/1/86 to 7/31/89	270	270	275	4
8/1/89 to 9/30/91	295	295	285	4
10/1/91 to 9/30/92	295	295	290	5
10/1/92 and thereafter	295	295	295	6

EXEMPTIONS

Beginning January 1, 1996, students who have achieved passing scores on the FCELPT and have a cumulative GPA of 2.5 in the A.A. General Education requirements in English composition and Gordon Rule mathematics as identified by the Florida Postsecondary Education Planning Commission may be exempt from some or all of the CLAST requirements. A score of 500 or higher in the Verbal section of the SAT I earns an exemption in the Essay, English Language Skills Reading sections of the CLAST. A score of 500 or higher in the Math section of the SAT I earns an exemption in the Math section of the CLAST. A score of 21 or higher in the English section of the E-ACT earns an exemption in the Essay & Language Skills sections of the CLAST. A score of 22 or higher in the Reading section of the E-ACT earns an exemption in the Reading section of the test. A score of 21 or higher in the Math section of the E-ACT earns an exemption in the Math section of the CLAST. There are also possible exemptions based on scores earned for AP & IB courses taken in high school. Candidates should check with an advisor concerning these exemptions.

RETAKES

Students may not retake any subtest of the CLAST for which they already have a passing score. Students must wait 30 days between retakes. CLAST review courses and tutoring services are available. Contact CPI for more information.

College Preparatory Course Requirements

Palm Beach Community College provides a comprehensive college preparatory program in English, reading and mathematics for students who require assistance in preparation for college-level courses in these areas. The requirements listed below are to prepare each student for success in college-level courses.

- Students who test into the college preparatory program must begin taking college preparatory courses during their first 12 semester hours of credit course work at the College and must continue to enroll in college preparatory courses until all preparatory requirements are completed.
- Students who test into college preparatory English or reading cannot enroll in any Gordon Rule writing course until all preparatory course(s) in the respective areas have been successfully completed. Those who test into college preparatory mathematics cannot enroll in any course for which mathematics is a prerequisite until college preparatory math is complete.
- Students who test into preparatory English and/or reading courses must also take the co-requisite course Strategies for College Success (SLS 1501).
- Students whose primary language is not English, and who test into preparatory reading and/or English, are required to take EAP (English for Academic Purposes) preparatory courses.
- Students currently enrolled in a college preparatory course may not attempt to test out of that area after add/drop. Students must wait 30 days before retesting in a subject area.
- College preparatory courses shall be graded A, B, C, N (Not Pass) and will be three contact hours per week. Three institutional credits will be granted for each course successfully completed. Institutional credits are not used for graduation or grade point average calculations, but they are used towards assessing full-time academic status.
- College preparatory courses (ENC 0001 College Preparatory English I, ENC 0010 College Preparatory English II, MAT 0012 Basic Algebra I, MAT 0020 Basic Algebra II, REA 0001 College Preparatory Reading I, REA 0010 College Preparatory Reading II, EAP 0400 Speaking & Listening I, EAP 1500 Speaking & Listening II, EAP 0420 Intermediate Reading, EAP 1520 High-Intermediate Reading, EAP 1620 Advanced Reading, EAP 0484 Intermediate English, EAP 1584 High-Intermediate English, EAP 1684 Advanced English) and their co-requisites, if indicated through placement testing, must be completed in addition to all course requirements in the program the student chooses.

Note: In the Testing Centers, students may find a list of tutorial services that assist students with the FCELPT. These services are provided as an alternative remedial option to traditional courses however, upon completion, students still must score satisfactorily on the FCELPT in order to place out of college preparatory courses.

ENGLISH FOR ACADEMIC PURPOSES/ENGLISH AS A SECOND LANGUAGE

Palm Beach Community College offers three levels each of reading and English courses and two levels of speaking and listening courses. These courses combine lecture and lab components to meet the specific needs of non-native English speakers. Students are placed into the appropriate level based on CELT and FCELPT scores. (Current scores of other standardized tests may be submitted. See section on Placement Testing for details.) Academic support is provided through tutoring, audio, and video technology and interactive computer software in the Center for Personalized Instruction (CPI) at each location. Students may proceed with registration in Gordon Rule classes upon the successful completion of the EAP/ESL courses as they fulfill prep English and prep reading requirements.

FOUNDATION PROGRAM

Palm Beach Community College offers this program for non-native English speaking students who have been placed into this level. The Foundation program includes three courses in reading and writing, grammar, and listening and speaking. These courses combine lecture and lab components to meet the specific needs of non-native English speakers. Academic support is provided through tutoring, audio, and video technology and interactive computer software in the Center for Personalized Instruction (CPI) at each location. Students must successfully complete all three of the Foundation class before registering for any other classes at the college.

Freshmen and Sophomore Classification

A student is considered a sophomore when the student has completed 24 semester hours of credit, regardless of the number of terms the student has been in attendance. Until 24 hours of credit are completed, the student is a freshman.

Full-Time Student

A student is considered a full-time student when enrolled in 12 or more semester hours of credit or 360 or more clock hours. Although audit and preparatory courses carry no credit, they are counted toward the student's enrollment status. When determining a student's enrollment status for Selective Service deferment or Veterans Administration benefits, noncredit and preparatory courses cannot be counted, but must be taken in addition to the required number of credit hours. Institutional credits (i.e., college preparatory classes) are included when determining a student's enrollment status.

Note: Enrollment status may be defined differently for financial aid recipients.

Grades

GRADE CHANGE PROCEDURE

An instructor's change of grade (other than incomplete grades) for a course taught in the fall term should be completed before the end of the following spring term. Any grade changes for classes taught in the spring term or either of the summer sessions must be completed before the end of the following fall term.

GRADE FORGIVENESS POLICY

Only courses for which a grade of D or F was earned or withdrawals may be repeated. The last grade received will be used to calculate the grade point average (GPA). All grades from the third and subsequent attempts will be calculated in the GPA.

The Forgiveness Policy pertains only up to the time of the awarding of degree and does not extend beyond that time. No challenge examination (institutional, CLEP, AP, IB, etc.) may be used to forgive a grade. Institutions to which subsequent transfer is made may not necessarily honor this policy.

GRADE POINT AVERAGE (GPA)

The cumulative GPA is determined by dividing the total quality points earned by the total semester hours attempted (including all transfer credit). Quality points are assigned as follows: A, 4 quality points per credit hour B, 3 quality points per credit hour; C, 2 quality points per credit hour; and D, 1 quality point per credit hour. Only the last attempt of a repeated course will be used in computing the grade point average (except for the fourth attempts and beyond that will be averaged); however, all grades appear on the student's transcript. The PBCC grade point average is determined by dividing the total quality points earned at PBCC by the total semester hours attempted at PBCC. The term grade point average is determined by dividing the total quality points earned during a term by the total semester hours attempted during that term.

GRADE REPORTS

Grade reports are not mailed to students. Students may access grades via PantherLine (561)434-5046, PantherWeb – *www.pbcc.edu*, or FACTS – *www.facts.org*, using their PBCC Personal Identification Number (PIN). Students who do not know their PIN may obtain it from the Admissions Office after presenting photo identification.

GRADING SYSTEM FOR CREDIT COURSES

A.....Excellent
B.....Good
C.....Fair
D.....Poor but Passing
F.....Failure
L.....Instructor Grade Late
N.....No Pass*
P.....Pass
S.....Satisfactory
U.....Unsatisfactory

** Considered In Progress*

GRADING SYSTEM FOR VOCATIONAL AND NONCREDIT COURSES

Exceptions will be noted in program documentation.

PSAV (Vocational) Grades

S.....Satisfactory *
U.....Unsatisfactory
I.....Incomplete
W.....Withdrawn
WX.....Withdrawn for Excessive Absences*

** These grades are also used for continuing workforce education (CWE) courses.*

Most avocational classes, including Leisure Time Learning classes, will be assigned a grade of NG unless the course requires a record of attendance. In those cases where an NG is not the grade, an S or WX will be issued.

INCOMPLETE GRADES

Incomplete grades are automatically changed to punitive grades of F or U if not made up within 30 calendar days after classes begin in the subsequent fall or spring term. It is the student's responsibility to complete all assignments and submit them to the instructor.

REPEATED COURSES AND ACADEMIC AVERAGE

Effective fall 1997, only courses for which a grade of D or F was earned or withdrawals may be repeated. A student may not audit a course in which a grade of C or higher was received. A student will be permitted a maximum of three attempts per course. Attempts include the original grade, repeats of course grades, and withdrawals (student or instructor). Upon the third attempt of a course, a withdrawal will not be permitted and the student will receive the grade earned. This grade will be used in quality point average computation. Effective fall 1997 or later, students may have only three attempts per course which includes the original grade, repeat grades and withdrawals at any point in the semester. All grades from the third and subsequent attempts will be calculated in the grade point average. A fourth attempt may be allowed only through the academic appeals process based on major extenuating circumstances. Credit can only be earned once per course, unless the course is designated as "repeatable".

Note: Students will be assessed the full cost of instruction (out-of-state tuition), beginning with the third attempt for college preparatory and credit courses.

Graduation

All students, without regard to the degree to be granted, must meet general requirements for graduation from Palm Beach Community College. Final responsibility for meeting the requirements for graduation rests with the student.

CATALOG IN EFFECT FOR GRADUATION POLICY

Effective for students who entered or were readmitted after Fall 2000:

Students who have maintained continuous enrollment have the option of graduating under the catalog in effect at the time they enter the College or any catalog in effect during the student's continuous enrollment, as long as the catalog chosen is not more than 5 years old. Continuous enrollment may be maintained by enrollment in one credit or PSAV course for a minimum of one term per academic year.

If students choose a new catalog, all requirements from the new catalog must be met for graduation. If continuous enrollment is maintained for a period of more than five years, the catalog five years previous will be chosen for them, unless students specify otherwise. If attendance is interrupted by 12 months, students must graduate under the catalog in effect when they are readmitted or any future catalog within five years of the date of graduation (as in above statement). The College does not guarantee that courses will always be available. Some courses or programs may be discontinued. The College reserves the right to change the curriculum as necessary.

Note: Students must graduate under the program requirements in effect the term they enter a limited access program.

GRADUATION CEREMONY - COMMENCEMENT

Participation in commencement exercises is expected of all A.A., A.S. and A.A.S. students who are eligible for graduation. Commencement is held at the end of each fall and spring term. Students who apply for graduation receive ceremony information from the Graduation Office.

GRADUATION REQUIREMENTS

Exceptions are noted in specific program descriptions.

1. The articulation agreement between Florida colleges and universities states that after August 31, 1972, students receiving an A.A. degree must have 60 semester hours of academic work exclusive of occupational (A.S.) courses. An A.A. degree must also include an approved General Education program of not less than 36 semester hours.
2. All students must complete at least 25 percent (15 credits-A.A.) of the program or certificate credit at PBCC. Neither transfer nor credits-by-exam satisfy this residency requirement.
3. A cumulative grade point average of not less than 2.0 must be achieved for all work attempted by all students and a 2.0 cumulative grade point average for all work at PBCC. A grade of C or higher is required for all General Education courses.
4. The health course general education requirement may be met by HSC 2100, Health Concepts and Strategies. This general education requirement may also be met by satisfactorily passing the Departmental Health Knowledge Test (Challenge Exam). All students become eligible to take this exam by paying the current test fee.
5. Students must make formal application for graduation in Student Services before the deadline. (Deadlines are listed on the calendar in the front of this catalog.)
6. Participation in graduation exercises is expected of all A.A., A.S., and A.A.S. students who are eligible for graduation.
7. General education requirements are in the Areas of Study section of this catalog. The Graduation Office will certify completion of general education requirements on a student transcript upon request.
8. To obtain full benefits of articulation agreements between Palm Beach Community College and the other institutions, a student must fulfill all graduation requirements.
9. Any student who is granted college credits for courses or experiences in settings other than college level will not be granted the credits until 25 percent of his or her program has been taken at PBCC. Credit by examination will not be considered to accrue toward the 25 percent. See Credit for Prior Learning in the Admissions section of this catalog.
10. Graduation with an associate in arts degree requires passing all four sections of CLAST or qualification for one of the exemptions. (See Testing Center for exemption requirements.) Passing scores will be announced by the state of Florida each year. Responsibility for taking and passing the CLAST rests with the student.
11. Students who graduate with a 3.2 overall GPA or higher will be noted in the Commencement Bulletin as graduating with the following distinctions:

3.2-3.49	Academic Distinction
3.5-3.79	High Academic Distinction
3.8-4.0	Presidential Distinction

12. Students who graduate with 12 hours of Honors course work completed with a minimum grade of B, a minimum cumulative GPA of 3.5, and have applied for Honors graduation will be designated as Honors Graduates. Honors graduates will be recognized with the following:
    - Honors notation on Commencement Bulletin
    - Honors gold seal on diploma
    - Honors notation on transcript
    - Honors medallion to be worn at Commencement.

Gordon Rule Requirement

As part of graduation with an A.A. degree, students are required to fulfill the Gordon Rule requirement, in accordance with Florida statute. Gordon Rule requires that these students complete writing assignments of at least 24,000 words in communications, humanities and social science courses and that they complete six hours of college level mathematics with a grade of C or higher.

GRADUATION WITH MULTIPLE DEGREES

Students who have an A.A. degree or higher are eligible for any A.S. or A.A.S. degree upon completion of those degree requirements. Students who have an A.S. or A.A.S. degree are eligible for an A.A. degree upon completion of those requirements. Students with an A.A.S. may receive an A.S. degree in the same area upon completion of the additional coursework. However, students with an A.S. degree are not eligible to receive an A.A.S. in the same program area.

MAXIMUM PHYSICAL EDUCATION OR MUSIC ENSEMBLE CREDITS FOR GRADUATION

Students may use a maximum of two credit hours in Physical Education activity courses and a maximum of four credit hours of MUN ensemble courses for graduation.

PSAV PROGRAM COMPLETION REQUIREMENTS

A Certificate of Program Completion will be awarded to all students who satisfy program requirements and achieve the minimum level of basic skills required for that program. See program requirements in the Areas of Study section of the catalog.

Policy Changes

Any statement in the Palm Beach Community College Catalog is subject to change by the College.

Prerequisites

A student who wishes to register for any course for which the prerequisites have not been completed must consult with the chair person of the department offering the course. The chairperson may make the decision to require the student to take the prerequisite for the course, move the student to the prerequisite course, or allow the student to remain in the course. Students may not enroll for credit in a course (or prerequisite) for which they have successfully completed a higher-level course in the same logical sequence.

Religious Observances Policy

The College shall make reasonable accommodation in admissions, class attendance, scheduling of examinations and work assignments in regard to religious observances, practices and beliefs of individual students, as required by Florida statute. Students are required to make arrangements in writing with teachers and other appropriate College personnel at least one week prior to an anticipated religious observance. A student who is denied accommodations may appeal in writing to the supervisor of the faculty or staff member who denied the request within 10 class days from the time of the denial. If the student is not satisfied with the determination at this level, an appeal may be made to the next level of academic management. To expedite the process, the maximum time period between all appeals and responses will be 10 class days.

The student may appeal to the dean of student services for a committee hearing if the student is not satisfied with the results of the preceding steps. The committee, to be appointed by the vice president of student services, will hear the facts and provide a recommendation to the vice president of student services, whose decision on the matter shall be final.

Security of Student Records

DEFINITION OF STUDENT RECORDS

Student records may include, but are not limited to, student's application(s), test scores, transcripts and correspondence. All received transcripts and documents are the property of the College and may not be copied or transmitted to third parties, except in accordance with state law.

INSPECTION OF RECORDS

Eligible Persons

In compliance with the Family Educational Rights and Privacy Act (FERPA, also known as the Buckley Amendment), student records at PBCC (located in the Office of the Registrar) are open for inspection only by the student and, as per FERPA guidelines:

- School officials who have legitimate educational interests
- State educational authorities
- Federal and state officials representing state or federal programs
- Persons having written authorization for release
- Officials in compliance with judicial orders.

Palm Beach Community College forwards educational records on request to a school in which a student seeks or intends to enroll.

Viewing the Record

- Permanent records are never permitted out of the Office of the Registrar.
- Students may view their records at the counter in the presence of Registrar Office personnel.
- Students may view their transcripts from other institutions but may not obtain a copy of the record, except by writing to request a copy from the institution from which the transcript originated.

RELEASE OF RECORDS

Copies of Material in Record

- Transcripts are released only upon written consent of the student.
- A $3 fee for each transcript issued must accompany each request. Fax services and electronic submissions of transcripts to most state institutions are also available.
- If a student cannot have access to the record, i.e., if he/she lives too far away, copies may be made and the fee schedule for transcripts (a.2) will be applied per FERPA guidelines.

RETENTION OF RECORDS

Student records will be maintained for a maximum of five years from the student's attendance. Certain documents, such as grades, will be maintained longer in accordance with state archiving and records retention laws and the PBCC College Registrar Records and Retention Schedule.

STUDENT DIRECTORY INFORMATION

FERPA requires each institution to determine directory information that may be released without the student's consent, unless the student has specifically requested that some or all of the information not be released. Palm Beach Community College has identified the following as directory information:

- Student name
- Student address
- Dates of attendance (session dates only)
- Major field of study
- Weight and height of members of athletic teams
- Degrees and awards received
- Educational institution attended.

*Important Directory Information Note:

Although Palm Beach Community College has designated student name and address as directory information, students' names will only appear in the commencement ceremony programs, PBCC publications and news releases of awards. In addition, students' names and addresses will be given to selected institutions of higher education for recruiting purposes and military branches in accordance with federal guidelines.

Student Right to Privacy

A student must submit a written notice to the Registrar's Office stating which of the above directory information items are not to be released to the general public or the above organizations.

Student Records Amendment Appeal Process

If a student believes there is an error in the permanent record, the student should contact the Registrar's Office to arrange a hearing. A hearing will be conducted according to FERPA.

- The hearing will be within a reasonable period of time after the request is received.
- The student shall be given notice of date, place and time reasonably in advance.
- A written decision shall be made by the registrar within a reasonable period of time after the hearing. The written decision and summary shall be based on evidence presented and reasons for the decision.

Student Conduct

College students are considered to have reached the age of responsibility and discretion. Their conduct, both in and out of college, is expected to be dignified and honorable. Students must realize that the responsibility for their success in college rests largely upon themselves. The PBCC District Board of Trustees, administration and faculty formulate policies and regulations of the College. Each student, by the act of registering, is obligated to obey rules and regulations formulated by the College. The Student Code of Conduct is published in the student handbook.

Student Maximum Course Load

Most students are not permitted to enroll in more than 18 semester hours. However, a student who has at least a 3.2 cumulative average may enroll in a maximum of 21 semester hours.

Unpaid Accounts

Unpaid student accounts will be considered cause for cancellation of registration, graduation, granting of credit or release of transcript.

AREAS OF STUDY

Program List

OVERVIEW OF DEGREES AND CERTIFICATES

Palm Beach Community College awards three degrees: an associate in arts (A.A.), an associate in applied science (A.A.S.) and an associate in science (A.S.). The College offers numerous certificate programs as well as special programs for academic, professional, vocational and personal development.

AS/AAS PROGRAM LISTING

AS/AAS ALLIED HEALTH PROGRAMS

APPLIED TECHNOLOGY DIPLOMAS (ATD)

ADVANCED TECHNICAL CERTIFICATES (ATC)

POST SECONDARY VOCATIONAL CERTIFICATE (PSVC)

POST SECONDARY ADULT VOCATIONAL (PSAV) CERTIFICATES

COURSE / PROGRAM LEGEND

AA	Associate in Arts
AAS	Associate in Applied Science
AS	Associate in Science
ATC	Advanced Technical Certificate
ATD	Applied Technology Diploma
PSAV	Post Secondary Adult Vocational Certificate
PSVC	Post Secondary Vocational Certificate

General Education Philosophy

General Education at Palm Beach Community College seeks to provide students with intellectual and critical skills needed to meet the challenges of a complex and diversified world.

General Education is designed to prepare students to:

1. Think critically and clearly.
2. Read and write comprehensively and critically.
3. Achieve effective oral communication and listening skills.
4. Understand and apply fundamental mathematics.
5. Develop an understanding and sensitivity to diversity.
6. Develop an appreciation for arts and humanities.
7. Develop ethical standards.
8. Understand basic scientific concepts and principles of scientific investigation.
9. Demonstrate basic competency in the use of computers.
10. Understand and apply holistic concepts of wellness.

COMPETENCY STATEMENTS

The Southern Association of Colleges and Schools (SACS) requires that all institutions ensure that its degree program graduates (A.A., A.S. and A.A.S.) demonstrate competency in reading, writing, oral communications, fundamental mathematical skills and the basic use of computers. In addition Palm Beach Community College requires that degree program graduates are competent in information literacy. The competencies can be achieved through the coursework listed for each competency area.

EXPECTED STUDENT OUTCOMES FOR COMPETENCY IN FUNDAMENTAL READING SKILLS

All PBCC students (in A.A., A.S. and A.A.S. programs) should be able to demonstrate literal and critical reading comprehension skills:

Literal comprehension skills include recognizing main ideas in a given passage, identifying supporting details, and determining meaning of words on the basis of context.

Critical comprehension skills include recognizing the author's purpose, tone, and overall organizational pattern; distinguishing between fact and opinion; detecting bias; recognizing explicit and implicit relationships within and between sentences; recognizing valid arguments; and drawing logical inferences and conclusions.

Methods of Assessment:

1. Students will complete one of the following course series: [ENC 1101 and ENC 1102], [ENC 1121 and ENC 1122], [ENC 1101 and ENC 1151] with grades of C or better.

OR

2. For programs that do not require ENC 1102 or ENC 1151, students will demonstrate competency through other courses that are identified by the program manager to have satisfied the above outcomes.

EXPECTED STUDENT OUTCOMES FOR COMPETENCY IN FUNDAMENTAL WRITING SKILLS

All PBCC students (in A.A., A.S., and A.A.S. programs) should be able to demonstrate the ability to develop a thesis or main idea statement by:

- Providing adequate support that reflects the ability to distinguish between generalized and concrete evidence.

Arranging the ideas and supporting details in an organizational pattern appropriate to the purpose and the focus.

Writing unified prose in which all supporting material is relevant to the thesis or main idea statement.

Writing coherent prose, providing effective transitional devices that clearly reflect the organizational pattern and the relationship of parts.

Methods of Assessment:

1. Students will complete one of the following course series: [ENC 1101 and ENC 1102], [ENC 1121 and ENC 1122], [ENC 1101 and ENC 1151] with grades of C or better.

OR

2. For programs that do not require ENC 1102 or ENC 1151, students will demonstrate competency through other courses that are identified by the program manager to have satisfied the above outcomes.

EXPECTED STUDENT OUTCOMES FOR COMPETENCY IN FUNDAMENTAL ORAL COMMUNICATION SKILLS

All PBCC students (in A.A., A.S. and A.A.S. programs) should be able to demonstrate:

- An understanding of the basic principles of human communication, both verbal and nonverbal.
- An understanding of the dynamics and skills of interpersonal, small group, and public communication.
- Effective oral presentation skills through the preparation and delivery of speeches for an audience.
- Effective critical and constructive listening skills.
- An understanding of the subjective nature of perception and its effect on communication.
- An understanding of their ethical and social obligations by utilizing careful research and solid supporting materials when engaged in informative and persuasive public communication.

Methods of Assessment:

1. Students will complete SPC 1016 with a grade of C or better.

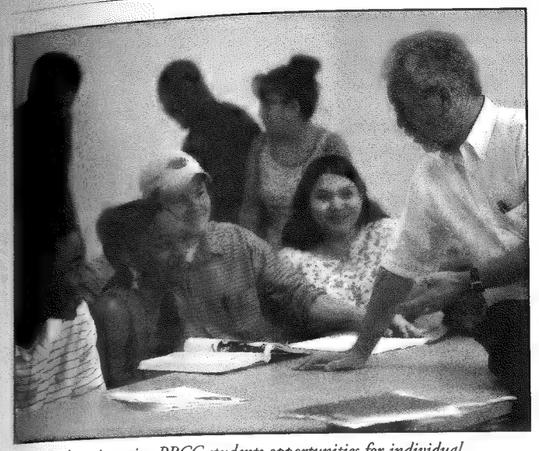
OR

2. For programs that do not include SPC 1016, students will demonstrate competency through the successful completion of other college-level courses that are identified by the program manager as being able to satisfy the above outcomes.

EXPECTED STUDENT OUTCOMES FOR COMPETENCY IN FUNDAMENTAL MATHEMATICAL SKILLS

All PBCC students (in A.A., A.S. and A.A.S. programs) should be able to:

- Demonstrate basic number sense, using the four operations (+, -, *, /) involving, integers, fractions and decimals.
- Solve real world problems which require the use of variables and the use of percents.
- Interpret information from simple graphs.
- Demonstrate skills in elementary geometry (including calculations of areas and perimeters).



Small class sizes give PBCC students opportunities for individual attention.

Methods of Assessment:

1. Students will complete CGS1570, at least one Gordon Rule social science course, or EME 2040.

OR

2. For programs that do not include CGS1570, a Gordon Rule Social Science course, or EME 2040, students will demonstrate competency through other courses that are identified by the program manager to have satisfied the above outcomes.

EXPECTED STUDENT OUTCOMES FOR COMPETENCY IN INFORMATION LITERACY

The information literate student is able to recognize when information is needed, has the ability to locate information in many formats, and is able to to evaluate and effectively use the needed information in order to become an independent life-long learner.

All Palm Beach Community College students (in A.A., A.S. and A.A.S. programs) will make significant progress to complete the following competencies:

- Determine the nature and extent of the information needed.
- Access needed information effectively and efficiently.
- Evaluate information and its sources critically and incorporate selected information into his or her knowledge base and value system.
- Use information effectively to accomplish a specific purpose.
- Understand many of the ethical, legal and socio-economic issues surrounding the use of information.
- Access and use information ethically and legally.

Methods of Assessment:

1. Students will complete one of the following courses with a grade of C or better: ENC 1102, LIS 2004 or an Honors course.

OR

2. Students demonstrate competencies through other courses or online tutorial that are identified by the program manager to satisfy the outcomes listed.

General Education Requirements

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A., A.A.S. or A.S. degree programs. General Education course requirements for A.A.S. and A.S. programs are listed in the individual program descriptions in this catalog. Courses that meet Gordon Rule requirements (24,000 written words) are listed with "GR," along with the number of words that each course fulfills, e.g., GR 6,000.

AREA I - COMMUNICATIONS

(A.A. students must complete 9 credit hours in Area I)
A.A. students select one of the following courses:

ENC	1101	College Composition I (GR 6,000)
ENC	1121	Honors College Composition I (GR 6,000)

A.A. students select one of the following courses:

ENC	1102	College Composition II (GR 7,000)
ENC	1122	Honors College Composition II (GR 7,000)
ENC	1141	Writing About Literature (GR 7,000)

A.A. students must complete this course:

SPC	1016	Fundamentals of Speech Communication (GR 2,000)

A.A.S. students can also select from:

ENC	1151	Applied Communications (3)
OST	1332	Business Presentations (3)

AREA II - HUMANITIES -

(A.A. students must complete 6 credit hours in Area II)
A.A. students must select one of the following courses:

AML	2010	American Literature to 1865 (GR 3,000)
AML	2020	American Literature after 1865 (GR 3,000)
ENL	2012	English Literature before 1800 (GR 3,000)
ENL	2022	English Literature after 1800 (GR 3,000)
LIT	2090	Contemporary Literature (GR 3,000)
LIT	2110	World Literature before the Renaissance (GR 3,000)
LIT	2120	World Literature after the Renaissance (GR 3,000)

Approved Transfer Literature (Verify course credit with an advisor.)

A.A. students must select one of the following courses:

ARH	1000	Art Appreciation (GR 2,000)
ARH	2050	History of Art (Early) (GR 2,000)
ARH	2051	History of Art (Modern) (GR 2,000)
MUL	1010	Music Appreciation (GR 2,000)
THE	1000	Theater Appreciation (GR 2,000)

Approved Transfer Humanities (Verify course credit with an advisor.)

AREA III - MATHEMATICS -

(A.A. students must complete 6 credit hours in Area III)
A.A. students must select two of the following courses:

MAC	1105	College Algebra (GR)(3)
MAC	1114	Trigonometry (GR) (3)
MAC	1140	Precalculus (GR) (3)
MAC	2233	Survey of Calculus (for Business Majors) (GR) (3)
MAC	2311	Calculus with Analytic Geometry I (GR) (4)
MAC	2312	Calculus with Analytic Geometry II (GR) (4)
MAC	2313	Calculus with Analytic Geometry III (GR) (4)
MAP	2302	Differential Equations (GR) (3)
MGF	1106	Liberal Arts Mathematics (GR) (3)
	OR	[MGF 1111 Geometry (1), MGF 1112 Math Logic (1), and STA 1021 Probability/Statistics (1)]
MGF	1107	Finite Mathematics (GR) (3)
STA	2023	Statistics (GR) (3)

Approved Transfer Mathematics (Verify course credit with an advisor.)
A.A.S. students may also select from the following courses:

MAT	1033	Intermediate Algebra (3)
MTB	1103	Business Mathematics I (3)
MTG	2206	College Geometry (GR) (3)

AREA IV - NATURAL SCIENCES -

(A.A. students must complete 9 credit hours in Area IV)
A.A. students must complete this course:

HSC	2100	Health Concepts and Strategies
	OR	

Approved Transfer Health (Verify course credit with an advisor.)
A.A. students select two (2) of the following courses:

AST	1002	Descriptive Astronomy (3)
AST	1003	Planetary Astronomy (3)
AST	1004	Stellar & Galactic Astronomy (3)
BOT	1010/1010L	General Botany and Lab (4)
BSC	1005	Concepts of Biology (Non-Science Major)(3) (Lab BSC 1010L optional)(1)
BSC	1010	Principles of Biology (3)(Lab optional)(1)
BSC	1011/1011L	Principles of Biology II and Lab (4)
BSC	1050	Environmental Conservation (3)
BSC	1085/1085L	Anatomy and Physiology I and Lab (4)
BSC	1086/1086L	Anatomy and Physiology II and Lab (4)
CHM	1015	Principles of Chemistry (3)(Lab optional)(1)
CHM	1040	General Chemistry I (3)
CHM	1041/1041L	General Chemistry II and Lab (4)
CHM	2046/2046L	General Chemistry III and Lab (4)
GLY	1000	Descriptive Geology (3)
MCB	2010/2010L	Microbiology and Lab (4)
OCE	1001	Introduction to Oceanography(3) (Lab Optional)(1)
PHY	1001	Applied Physics (3)
PHY	2048/2048L	General Physics with Calculus I and Lab (5)
PHY	2049/2049L	General Physics with Calculus II and Lab (5)
PHY	2053	General Physics I (4)
PHY	2054	General Physics II (4)
PSC	1101	Earth Science (3)
PSC	1341	Physical Science for Today's World (3)
ZOO	1010	General Zoology (3)
ZOO	1010L	General Zoology Lab (1)

Approved Transfer Science (Verify course credit with an advisor.)

AREA V - SOCIAL SCIENCE -

(A.A. students must complete 6 credit hours in Area V)
A.A. students select one of the following courses:

ANT	2000	Anthropology (GR 2,000)
ECO	2013	Principles of Macroeconomics (GR 2,000)
GEO	1010	Principles of Geography and Conservation (GR 2,000)
PSY	2012	General Psychology (GR 2,000)
SYG	1230	American Minorities Today (GR 2,000)
SYG	2000	Introduction to Sociology (GR 2,000)
SYG	2010	American Social Problems (GR 2,000)

Approved Transfer Social Science (Verify course credit with an advisor.)
A.A. students select one of the following courses:

AMH	2010	US History to 1865 (GR 2,000)
POS	1001	Introduction to Political Science (GR 2,000)
POS	1041	Introduction to American Government (GR 2,000)
POS	2112	American State and Local Government (GR 2,000)

Approved Transfer Political Science (Verify course credit with an advisor.)

To get on the right track for graduation, check with an academic advisor on course requirements.

Associate in Arts (AA)

The Associate in Arts degree (A.A.) is the basic transfer degree of community colleges in Florida, including Palm Beach Community College. The A.A. degree is designed for students who intend to earn a bachelor's degree from a four-year college or university. The A.A. degree program is comparable to the first two years of a university program and it meets the General Education requirements and may include common core prerequisites for the student's intended major. The degree requires 60 semester credit hours and guarantees admission as a junior to a Florida public university or one of the participating 26 institutions in the Independent Colleges and Universities of Florida (ICUF). The Statewide Articulation Agreement provides this guarantee and further ensures that during a student's enrollment as a junior and senior at the university, the student will not be required to repeat courses already satisfactorily completed.

Guarantee of university admission does not guarantee admission to a limited access program. In a limited access program, the admissions requirements are more selective and may include a higher grade point average (GPA) and/or higher test scores, or auditions and/or portfolios. Selection for admissions to university limited access programs is competitive. However, community college A.A. graduates have the same opportunity to enroll in these programs as students who began at the university.

State laws for all public community colleges and universities establish lower-level General Education requirements. As such, the state's 36-hour General Education program is designed to introduce college and university students to the fundamental knowledge, skills and values that are essential to the study of academic disciplines. General Education requirements include courses within the subject areas of communications, mathematics, humanities, social sciences and natural sciences. The statewide General Education agreement stipulates that public universities and participating ICUF institutions cannot require a student to take additional General Education courses if the student has successfully completed a General Education sequence at a community college.

In addition to General Education, Florida's articulation system provides for the common prerequisite courses that have been identified for more than 600 university bachelor's degrees across all public institutions. Common core prerequisites are offered and accepted by state universities and community colleges and are the required lower-division courses students must successfully complete for a specific bachelor's degree. PBCC offers many of these common prerequisites, helping to ensure the College's graduates are ready to enter junior level work in the major of their choice.

Further protection of courses taken at the community college is provided through the Statewide Course Numbering System (SCNS) that classifies courses according to subject matter. A course may transfer to a participating institution that offers a course with that same number. Advisors can identify courses that are accepted for transfer.

Students who seek to complete the A.A. degree and transfer to a state university should meet with an advisor to select elective courses that will be accepted for the student's major. The advising process should be continuous throughout the student's education to ensure that the elective courses the student takes will be accepted. Advisors have up-to-date information on the specific requirements for university majors.

In addition, Florida has a joint electronic student advising system, known as Florida Academic Counseling and Tracking for Students (FACTS) that can be found at *www.facts.org*. FACTS provides online information to enrolled community college and university students and allows them to obtain their academic records, explore different degree options and determine their progress toward meeting specific degree requirements. All college advisors have access to transfer publications, along with counseling manuals and/or catalogs from each of the state universities.

GRADUATION REQUIREMENTS FOR THE A.A. DEGREE

Responsibility for understanding and meeting the requirements for graduation rests with the student. To be awarded the A.A. degree from Palm Beach Community College, a student must do the following:

1. Satisfy admission requirements and successfully complete all required preparatory courses in reading, English and/or mathematics.
2. Complete a minimum of 60 credit hours of university-parallel coursework, comprised of the following: 36 credit hours of General Education and 24 credit hours of courses appropriate to the university major (A.A. courses only). No more than 2 credit hours of Physical Education and 4 credit hours of MUN (Music Ensemble) courses may be used toward the A.A. degree. No course designated "AS" (Associate in Science) can be used to fulfill any of the 60-hour requirement.
3. Earn an overall GPA and a cumulative GPA in PBCC course work of at least 2.0 and a grade of C or higher in all General Education coursework.
4. Complete at least 25 percent (15 credit hours - A.A.) of the student's coursework at PBCC, excluding CLEP or credit by exam.
5. Complete, as a Florida Gordon Rule requirement, with a grade of C or higher, writing assignments of at least 24,000 words in communications, humanities and social science courses and complete, with a grade of C or higher, 6 credit hours of college-level mathematics. (See the General Education requirements.)
6. Satisfy the College Level Academic Skills Test (CLAST) requirement by taking and passing the four components of the test or document satisfaction of the CLAST requirements by a state-approved alternative method.
7. File an application for graduation (Grad Card) through an academic or program advisor by the deadline date listed in the College calendar.
8. Fulfill all financial obligations to the College.

TRANSFERRING STUDENTS

Students planning to transfer to a Florida state university after earning the A.A. degree should be aware of the foreign language requirement. To be admitted into the upper division at a Florida state university, students must satisfy this requirement in one of the following ways:

* Successful completion of two credits (two years) of sequential high school instruction in one foreign language, OR
* Successful completion of 8 semester hours in one foreign language, OR
* Demonstration of proficiency by passing a CLEP (College Level Examination Program) foreign language test.

Satisfaction of this university admission requirement may not satisfy a specific university graduation requirement of foreign language for certain majors. Students are encouraged to determine the graduation requirements for the university they plan to attend.

STATE UNIVERSITY SYSTEM PROGRAMS FOR TRANSFER STUDENTS

The Florida State University System (SUS) offers degrees in the following programs to which PBCC students can transfer, provided they have met the prerequisite requirements for the program. For further information on what is required to transfer into the program in which you are interested, contact your PBCC advisor or state university admissions office. (See also Transferring Students, under A.A. in this section of this catalog.) For information on additional programs, not included in this listing or in the Common Prerequisites handbook, contact the state university. Additional program information is available online in FACTS (Florida Academic Counseling and Tracking System)at *www.facts.org*.

PBCC can prepare you for the following bachelor's degree programs in Florida:

Accounting
Actuarial Sciences
Addictions Studies
Advertising
Aerospace Engineering
African-American (Black) Studies
Agricultural Business/Operations
Agricultural Engineering (The Program)
Agricultural Teacher Education (Vocational)
Agriculture (Food and Resource) Economics
Agriculture Science
Agronomy and Crop Science
American Studies (USA)
Animal Science
Anthropology
Apparel Design Technology
Applied Math/Math Sciences
Architecture
Art History and Appreciation
Art Teacher Education
Art, General
Asian Studies
Astronomy
Atmospheric Science and Meteorology
Biochemistry
Biological and Physical Sciences - UNF only
Biological Systems Mgmt. and Environmental Systems Mgmt.
Biology and Chemistry - UWF only
Biology and Computer Science - UWF only
Biology and Earth Science - UWF only
Biology and Mathematics - UWF only
Biology and Physics - UWF only
Biology Teacher Education
Biology, General
Botany, General
Business Administration and Management
Business Managerial Economics
Business Marketing Management
Business Teacher Education (Vocational)
Business, General
Cardiopulmonary Sciences (Respiratory Therapy)
Chemical Engineering
Chemical Sciences
Chemistry
Chemistry and Computer Science - UWF only
Chemistry and Earth Science - UWF only
Chemistry and Mathematics - UWF only
Chemistry and Physics - UWF only
Chemistry Teacher Education
Civil Engineering
Civil Technology
Classics and Classical Language
Coastal and Ocean Engineering
Communication (Mass)
Community Health
Computer and Information Engineering
Computer and Information Sciences
Computer Engineering
Computer Information Systems
Computer Information Systems - FAU only
Computer Science and Earth Science - UWF only
Computer Science and Mathematics - UWF only
Computer Science and Physics - UWF only
Computer Sciences
Construction/Building Technology – FAMU, FIU, UF, UNF
Criminal Justice Studies
Dairy Science
Dance
Dance Education
Design in Architecture Studies
Dietetics/Nutritional Services
Drama Education
Dramatic Arts
Earth Science and Mathematics - UWF only
Earth Science and Physics - UWF only
Earth Systems Science Concentration - FGCU only
Earth/Space Teacher Education
East Asian Language/Literature
Ecology (Limnology)
Economics - Business
Economics - Social Sciences
Economics and Policy Specialization
Education of Blind and Visually Handicapped
Education of Specific Learning Disabled
Education of the Emotionally Handicapped
Education of the Mentally Handicapped
Electrical, Electronics Engineering
Electronic Engineering Technology
Elementary Teacher Education
Engineering Science
Engineering, General
English Teacher Education
English, General
Entomology
Environmental Health Engineering
Environmental Management
Environmental Science and Policy - USF
Environmental Science – FIU, UF
Environmental Studies
Exercise Science/Wellness
Family and Child Science
Finance, General
Financial Services
Fire and Emergency Services
Food Science
Food Science and Human Nutrition - Dietetics
Foreign Language, Multiple
Foreign Languages Teacher Education
Forensic Science
Forest Resources and Conservation
French
Geography
Geology
German
Gerontology
Graphic Design
Greek, Classical
Health Administration

Health Information Management
Health Sciences
Health Services Administration
Health Teacher Education
History
Home Economics Teacher Education (Vocational)
Home Economics, General
Horticulture Science
Hospitality Administration/Management – FIU, FSU, UF
House
Human Resource Development
Human Resources Management
Human Services
Humanities
Independent Studies
Industrial and Systems Engineering
Industrial/Manufacturing Engineering
Information Sciences - UNF only
Information Sciences and Systems
Instructional Technology
Insurance and Risk Management
Interdisciplinary Natural Sciences
Interior Design – FIU, FSU, UF
International Business Management
International Relations
Italian
Jazz Studies
Jewish Studies
Journalism
Junior High/Middle School Mathematics Education
Landscape Architecture
Landscape Operations and Management
Latin
Latin American Studies
Legal Assisting
Leisure Services - Professional
Leisure Services Management
Liberal Arts and Sciences
Library Science - Information Studies
Linguistics
Magazine Production
Management Info Systems/Business/Data Processing
Management Science
Manufacturing Track
Marine/Aquatic Biology
Materials Engineering
Mathematics and Physics - UWF only
Mathematics, General
Mechanical Engineering
Mechanical Engineering-Related Technology
Medical Technology
Merchandising
Microbiology/Bacteriology
Middle Grade English/Middle Grade Social Science Education
Middle Grade Math/Middle Grade English Education
Middle Grade Math/Middle Grade Science Education
Middle Grade Math/Middle Grade Social Science Education
Middle Grade Science/Middle Grade English Education
Middle Grade Science/Middle Grade Social Science Education
Middle Grades Science Teacher Education
Motion Picture and TV Technology
Motion Picture, TV, Recording Arts
Music Composition
Music History and Appreciation
Music Performance
Music Teacher Education
Music Therapy
Music, General
Music/Music Theory
Natural Resource Conservation
Natural Resources
New College
Nuclear Engineering
Nursing
Nutrition and Dietetics
Nutritional Science
Occupational Specialist Training Education
Occupational Therapy
Pharmacy (Pharm D) FAMU, UF
Philosophy
Philosophy and Religion
Photography
Physical Education Teaching and Coaching
Physical Therapy
Physics
Physics Teacher Education
Plant Pathology
Plant Sciences
Political Science and Government
Portuguese
Poultry Science
Pre-Elementary/Early Childhood Teacher Education
Printing Production
Production Management, Manufacturing and Process
Psychology, General
Public Administration
Public Relations and Organizational Communication
Radiation Physics
Radio and TV Broadcasting
Radiologic Technology
Real Estate
Recreation Program Delivery
Rehabilitative Services
Religious Studies
Rhetorical Speech and Communication
Russian
Russian and East European Studies
Secondary Mathematics Education
Secondary Science/Math Teacher Education
Social Psychology
Social Sciences Teacher Education
(History, Social Science, Economics and Political Science)
Social Sciences, General
Social Work, General
Sociology
Soils Science
Spanish
Special Education, General
Speech Pathology and Audiology
Statistics
Studio/Fine Art
Surveying
Teacher Certification
Technical Education
Textiles
Therapeutic Recreation
Transportation Management
Urban and Regional Planning
Vocational Industrial Education
Vocational Rehabilitation Counseling
Waste Management and Utilization and Land Water Management
Wildlife Ecology and Conservation
Women's Studies
Zoology

Associate in Science (AS)

The Associate in Science (A.S.) degree is a career education degree of the community colleges in Florida, including PBCC. The A.S. is intended to prepare students for entry into employment. Though not considered a transfer degree, some transfer is possible as noted below.

The courses used to satisfy the General Education requirement are taken from the five areas of General Education and are listed in each program's requirements. All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

GRADUATION REQUIREMENTS FOR THE A.S. DEGREE

Responsibility for understanding and meeting the requirements for graduation rests with the student. To be awarded the A.S. degree from Palm Beach Community College, a student must do the following:

1. Satisfy admission requirements and successfully complete all required preparatory courses in reading, English and/or mathematics.
2. Complete the number of prescribed credit hours of the A.S. degree to be awarded, with a minimum of 15 hours of General Education.
3. Earn an overall grade point average (GPA) and a cumulative GPA in PBCC course work of at least 2.0 and a grade of C or higher in all General Education coursework.
4. Complete at least 25% of the student's coursework at PBCC, excluding CLEP or credit by exam.
5. File an application for graduation (Grad Card) through an academic or program advisor by the deadline date listed in the College calendar.
6. Fulfill all financial obligations to the College.

The General Education courses of the A.S. degree, and some of the elective/occupational courses, may transfer. The Statewide Course Numbering System classifies courses according to subject matter. A course may transfer to a participating institution that offers a course having the same number. Advisors can help identify courses that are accepted.

The Radiography A.S. degree at PBCC is covered in the state's career ladder agreement. Under this agreement, students who complete this program are guaranteed admission to any of the state universities in the program designated to articulate with their degree, except for limited access programs and those requiring specific grades on particular courses for admission. The designated curriculum must be followed, and the General Education courses must be transferable.

In addition, many A.S. courses or programs are covered in agreements between PBCC and individual institutions. Advisors can help identify programs with agreements.

A.S. students who wish to also complete an A.A. or bachelor's degree may complete the remainder of the A.A. requirements at PBCC. The dual degree will be indicated on the student transcript. The registrar should be notified that both degrees are desired.

Because the A.S. degree is primarily designed to prepare students for careers, the College maintains information on the employment success of program graduates. Completion rates, job placement statistics and salary information are available in Student Services.

Associate in Applied Science (AAS)

The Associate in Applied Science (A.A.S.) degree is also a career education degree of the community colleges in Florida, including PBCC. This degree also is designed to prepare students for entry into employment.

The A.A.S. may include courses that will not typically apply to a baccalaureate program. This allows for General Education courses designed to more closely tie to the occupational area. For example, ENC 1151 (Applied Communications) will meet the communication General Education requirement for the A.A.S. degree, but not the A.S. degree. MAT 1033 (Intermediate Algebra) and MTB 1103 (Business Mathematics) will meet the mathematics General Education requirement for the A.A.S. degree, but not for the A.S. degree. Some A.A.S. programs are also offered as A.S. programs with different course requirements in English and Mathematics. In these cases, the General Education requirements are different, but the technical components of the program are the same. All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

GRADUATION REQUIREMENTS FOR THE A.A.S. DEGREE

Responsibility for understanding and meeting the requirements for graduation rests with the student. To be awarded the A.A.S. degree from Palm Beach Community College, a student must do the following:

1. Satisfy admission requirements and successfully complete all required preparatory courses in reading, English and/or mathematics.
2. Complete the number of prescribed credit hours of the A.A.S. degree to be awarded, with a minimum of 15 hours of General Education.
3. Earn an overall grade point average (GPA) and a cumulative GPA in PBCC course work of at least 2.0 and a grade of C or higher in all General Education coursework.
4. Complete at least 25% of the student's coursework at PBCC, excluding CLEP or credit by exam.
5. File an application for graduation (Grad Card) through an academic or program advisor by the deadline date listed in the College calendar.
6. Fulfill all financial obligations to the College.

Some General Education courses of the A.A.S. degree and some of the elective/occupational courses may transfer. The Statewide Course Numbering System classifies courses according to subject matter. A course may transfer to a participating institution that offers a course having the same number. Advisors can help identify courses that are accepted. Some A.A.S. courses or programs are covered in agreements between PBCC and individual institutions. Advisors can help identify programs with agreements.

A.A.S. students who wish to also complete an A.A. or bachelor's degree may complete the remainder of the A.A. requirements at PBCC. The dual degree will be indicated on the student transcript. The registrar should be notified that both degrees are desired.

Because the A.A.S. degree is primarily designed to prepare students for careers, the College maintains information on the employment success of program graduates. Completion rates, job placement statistics and salary information are available in the career centers.

Certificate and Diploma Programs

ADVANCED TECHNICAL CERTIFICATE (ATC)

An Advanced Technical Certificate (ATC) is a program of instruction of at least 9 but less than 45 credit hours of college-level courses. The ATC may be awarded to students who have already received a degree and are seeking an advanced, specialized planning program to supplement their associate or other degree.

Each ATC at PBCC has been developed to address individual specialty areas in either nursing or medical imaging. The courses making up each ATC are focused on enhancing the excellence of health care delivery by the professional participant. PBCC offers eight ATCs in the following areas: Cardiovascular Intervention Technology, Cardiovascular Nursing, Community Home Health Nursing, Computed Tomography, Critical Care Nursing, Magnetic Resonance Imaging, Medical Surgical Nursing and Perioperative Nursing.

APPLIED TECHNOLOGY DIPLOMA (ATD)

The Applied Technology Diploma (ATD) is a course of study that is part of an A.A.S. or A.S. degree, is less than sixty (60) credit hours, is approximately 50 percent of the technical component (non-General Education) and leads to employment in a specific occupation. An ATD program may consist of either vocational credit or college credit. ATDs articulate into the related A.S. or A.A.S. degree.

POST SECONDARY ADULT VOCATIONAL (PSAV) CERTIFICATE

Post Secondary Adult Vocational (PSAV) programs provide instruction consisting of non-college-level courses to prepare for entry into employment. Completion of courses within the programs shall be recognized by the awarding of vocational credit.

POST SECONDARY VOCATIONAL CERTIFICATE (PSVC)

The Post Secondary Vocational Certificate (PSVC) is a college credit certificate that provides instruction consisting of college-level courses to prepare students for entry into employment. PBCC offers one PSVC in Paramedic.

PROFESSIONAL AND PERSONAL DEVELOPMENT

Students may enroll in credit or other courses to meet individual educational needs, such as upgrading skills for employment, cultural enrichment and improving academic preparation. Each term, courses are listed in the Schedule of Classes on the PBCC Web site and in special brochures that can be found in various locations (Registrar's Office, Registration, etc.) throughout the College.

High-tech classrooms allow for hands-on learning.

Continuing Workforce Education

BUSINESS AND INDUSTRY TRAINING CENTER

High-quality, low-cost training programs and courses are available to the business community. Courses/programs may be customized to the needs of business and industry with scheduled times and sites that are convenient. Seminars, workshops, teleconferences and other services also may be arranged. For more information on business and industry training, call (561) 207-5713.

CENTER FOR HEALTH STUDIES

Courses are available for certified and licensed health-care professionals in a flexibly scheduled format. Curriculum is focused on providing participants with the knowledge needed to remain current in their discipline areas as well as encouraging multiple skills for increased employment flexibility within the health care system. Approval of continuing education credits needed for renewal of professional licenses or certification is granted within the guidelines of the Agency for Health Care Administration, Division of Medical Quality Assurance, Certification Board of Addiction Professionals of Florida, State Department of Health and the Department of Business and Professional Regulation.

Continuing Workforce Education courses are also available for persons working in health care careers. Vocational training integrates both didactic and applied learning principles providing the participant a mechanism to practice and refine job skills. Programs in this area are structured within the guidelines established by the state and voluntary professional certification boards. Customized training is available to meet the special needs of health care organizations. For more information, call (561) 868-3535.

CENTER FOR INSURANCE EDUCATION

The Center schedules courses for licensed agents and is approved by the Florida Department of Insurance for license renewal. For more information, call (561) 862-4700.

CENTER FOR REAL ESTATE EDUCATION

Post-licensure education for sales agents is a 45-hour classroom course that includes subjects specified by Florida statute. Post-licensure 45-hour classroom courses are training oriented and build on the academic knowledge acquired during pre-licensure training. All courses emphasize skills necessary for licensees to operate effectively. A 14-hour continuing workforce education course approved by the Florida Real Estate Commission that satisfies the requirement for real estate license renewal is offered. For more information, call (561) 868-3533.

COMPUTER AND OFFICE TECHNOLOGY

Short continuing workforce education courses and workshops are offered for adults adding an occupational skill. Hands-on training with microcomputers using current applications in word processing, data entry, electronic spreadsheets, database management and desktop publishing is available. For more information, call (561) 207-5700.

FLORIDA INSTITUTE OF GOVERNMENT

The Florida Institute of Government (FIOG) partners with Palm Beach County public sector and nonprofit organizations to meet the increasing challenges of providing excellent quality, service and productivity to their citizens and clients. For more information, call (561) 868-3544.

The FIOG offers a wide variety of programs and services such as:

- Training workshops and seminars
- Customized training programs
- Executive consulting services
- Special interest forums and conferences.

Activities include professional development series for managers, supervisors, non-supervisory professionals and administrative support staff; public policy forums; strategic planning sessions; council-manager team building programs; the Institute for Elected Municipal Officials; and a variety of customized assistance to various organizations.

All services are available at the four college sites or may be contracted and delivered to organizations.

MONTESSORI TEACHER TRAINING

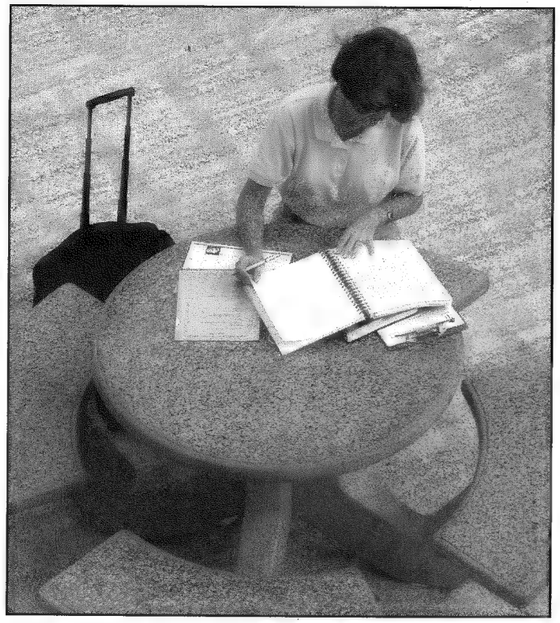
Three levels of Continuing Workforce Education Montessori training are offered:

- Early Childhood (age 2 1/2 - 6)
- Elementary I (age 6-9)
- Elementary II (age 9-12).

Students entering any of the levels must hold a minimum of a bachelor's degree from an accredited institution in order to be eligible for a national credential by the American Montessori Society (AMS). The degree need not be in education. The Montessori Teacher Training Program is accredited by the AMS. The majority of the elementary courses are offered during the summer term (usually June-August) with some weekend classes during the fall and spring terms. For further information, call (561) 868-3355 or (561) 868-3551.

PUBLIC SERVICE-EMS, FIRE, CRIMINAL JUSTICE PROGRAMS

A diverse curriculum is offered in advanced and specialized training for personnel in public service occupations such as emergency medical services (EMS), fire, and criminal Justice. For more information about EMS, call (561) 868-3777. For more information about fire, call (561) 686-7277. For more information about criminal justice, call (561) 868-3398.



Program Descriptions

Accounting Technology (AS/AAS)

This program offers two options: the Staff Accountant Track and the Full-Charge Bookkeeper Track. It is designed for the student who will seek immediate employment in the accounting field upon graduation or who is presently employed in accounting and allied fields and desires advancement.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

STAFF ACCOUNTANT TRACK (AAS A042/AS 2050)

General Education Requirements

ENC	1101	College Composition I (A.S. students)	3
ENC	1151	Applied Communications (A.A.S. students)	(3)
HSC	2100	Health Concepts & Strategies	3
MGF	1106	Liberal Arts Mathematics (A.S. students)	3
MTB	1103	Business Mathematics (A.A.S. students)	(3)
OST	1332	Business Presentations	
		- or -	
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
		Any course from Social Science - Area V	3
Total Required General Education Credits			**18**

Required Courses

ACG	2022	Financial Accounting	4
ACG	2071	Managerial Accounting	3
ACG	2100	Intermediate Accounting	3
ACG	2360	Cost Accounting	3
ACG	2450	Microcomputer Operations - Accounting	3
AC0	2661	Accounting Information Systems	3
BUL	2241	Business Law I	
		- or -	
GEB	1011	Introduction to Business	
		- or -	
MAN	2021	Principles of Management	3
CGS	1570	Microcomputer Applications	3
MNA	2100	Human Relations in Business	3
OST	2335	Business Communications	4
TAX	2000	Federal Income Tax I	3
TAX	2010	Federal Income Tax II	3
Total Required Course Credits			**38**

Electives

		Business/Accounting Electives	
		(STA 2023 is recommended)	
Total Required Elective Credits			
Total Program Hours			**64**

Suggested Course Sequence

Term One

ACG	2022	Financial Accounting	4
BUL	2241	Business Law I	
		- or -	
GEB	1011	Introduction to Business	
		- or -	
MAN	2021	Principles of Management	3
CGS	1570	Microcomputer Applications	3
ENC	1101	College Composition I (A.S. students)	3
ENC	1151	Applied Communications (A.A.S. students)	(3)
MGF	1106	Liberal Arts Mathematics (A.S. students)	3
MTB	1103	Business Mathematics (A.A.S. students)	(3)
		Total	**16**

Term Two

ACG	2071	Managerial Accounting	3
HSC	2100	Health Concepts & Strategies	3
MNA	2100	Human Relations in Business	3
OST	1332	Business Presentations	
		- or -	
SPC	1016	Fundamentals of Speech Communication	3
OST	2335	Business Communications	4
		Total	**16**

Term Three

ACG	2100	Intermediate Accounting	3
ACG	2450	Microcomputer Operations - Accounting	3
TAX	2000	Federal Income Tax I	3
		Business/Accounting Electives	5
		Any course from Humanities - Area II	3
		Total	**17**

Term Four

ACG	2360	Cost Accounting	3
ACO	2661	Accounting Information Systems	3
TAX	2010	Federal Income Tax II	3
		Any course from Social Science - Area V	3
		Business/Accounting Elective	3
		Total	**15**

FULL-CHARGE BOOKKEEPING TRACK (AAS A041/AS 2047)

General Education Requirements

ENC	1101	College Composition I (A.S. students)	3
ENC	1151	Applied Communications (A.A.S. students)	(3)
HSC	2100	Health Concepts & Strategies	3
MGF	1106	Liberal Arts Mathematics	3
OST	1332	Business Presentations	
		- or -	
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
		Any course from Social Science - Area V	3
Total Required General Education Credits			**18**

Required Courses

ACG	2022	Financial Accounting	4
ACG	2071	Managerial Accounting	3
ACG	2450	Microcomputer Operations - Accounting	3
APA	1111	Bookkeeping I	3
APA	1121	Bookkeeping II	3
APA	2172	Computerized Bookkeeping	4
BUL	2241	Business Law I	
		- or -	

GEB	1011	Introduction to Business	
		- or -	
MAN	2021	Principles of Management	3
CGS	1570	Microcomputer Applications	3
MTB	1103	Business Mathematics	3
OST	2335	Business Communications	3
OST	2402	Office Procedures & Technology	4
TAX	2000	Federal Income Tax I	4
			3

Total Required Course Credits 40

Electives

Business/Accounting Electives	6

Total Required Elective Credits 6
Total Program Hours.....64

Suggested Course Sequence

Term One

APA	1111	Bookkeeping I	3
BUL	2241	Business Law I	
		- or -	
GEB	1011	Introduction to Business	
		- or -	
MAN	2021	Principles of Management	3
CGS	1570	Microcomputer Applications	3
ENC	1101	College Composition I (A.S. students)	3
ENC	1151	Applied Communications (A.A.S. students)	(3)
MTB	1103	Business Mathematics	3
		Total	**15**

Term Two

ACG	2022	Financial Accounting	4
APA	1121	Bookkeeping II	3
OST	1332	Business Presentations	
		- or -	
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Social Science - Area V	3
		Business Elective	3
		Total	**16**

Term Three

ACG	2071	Managerial Accounting	3
APA	2172	Computerized Bookkeeping	4
HSC	2100	Health Concepts & Strategies	3
MGF	1106	Liberal Arts Mathematics	3
TAX	2000	Federal Income Tax I	3
		Total	**16**

Term Four

ACG	2450	Microcomputer Operations - Accounting	3
OST	2335	Business Communications	4
OST	2402	Office Procedures & Technology	4
		Any course from Humanities - Area II	3
		Business/Accounting Elective	3
		Total	**17**

~~Automotive Service Management Technology (AS)~~

Suspended for 2002-2003 Academic Year

This program is designed for the student who seeks a management position in the automotive industry. It is an articulated program consisting of an automotive technology core offered by A.S.E certified technical schools and a management core of courses offered by PBCC. Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair. All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

General Education Requirements

ENC	1101	College Composition I	3
HSC	2100	Health Concepts & Strategies	3
MAC	1105	College Algebra	3
OST	1332	Business Presentations	
		- or -	
SPC	1016	Fundamentals of Speech Communication	3
POS	1001	Introduction to Political Science	
		Any course from Humanities - Area II	3

Total Required General Education Credits 18

Required Courses

AER	1940	Apprentice Experience I	1
AER	1941	Apprentice Experience II	1
AER	1942	Apprentice Experience III	1
CGS	1570	Microcomputer Applications	3
ENC	1151	Applied Communications	3
MAN	2021	Principles of Management	3
MNA	2100	Human Relations in Business	3
MNA	2345	Principles of Supervision	3
PHY	1001	Applied Physics	3

Total Required Course Credits 21

Technical Core

(Choose any 7 of the following.)

AER	1000	Automotive Parts & Customer Relations	3
AER	1004	Engine Diagnosis and Repair	3
AER	1100	Electrical System Diagnosis and Repair	3
AER	1112	Engine Performance	3
AER	1120	Suspension and Steering Systems	3
AER	1121	Brake System Diagnosis and Repair	3
AER	1131	Automatic Transmission and Transaxles	3
AER	1162	Manual Transmissions and Drive Train	3
AER	1171	Heating and Air-conditioning Systems	3

Total Required Technical Core Credits 21

Electives (8 hours required)

BUL	2241	Business Law I	3
ETI	2633	Industrial Relationships	3
GEB	1011	Introduction to Business	3
MAC	1114	Trigonometry	3
MAR	2011	Principles of Marketing	3
MKA	2021	Salesmanship	3

Total Required Elective Credits 8
Total Program Hours.....68

Building Construction Technology (AAS A213/AS 2198)

This program is designed for the student who is seeking an entry-level management position in building construction. Course content covers both technical and supervisory skills.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair.

General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

General Education Requirements

ENC	1101	College Composition I (A.S. students)	3
ENC	1151	Applied Communications (A.A.S. students)	(3)
MAC	1105	College Algebra	3
POS	1041	Introduction to American Government	3
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3

Total Required General Education Credits 15

Required Courses

BCN	1210	Building Construction Materials	3
BCN	1272	Plans Interpretation	3
BCN	2220	Construction Materials and Methods	3
BCN	2253C	Architectural Drafting	3
BCN	2941	Building Construction Experience	4
BCT	1600	Advanced Construction Estimating	3
BCT	1743	Construction Law	3
BCT	1750	Construction Finance	3
BCT	2705	Construction Supervision Procedure	3
ENC	1151	Applied Communication	
		(A.S. students only)	0/3
ETD	1100C	Introduction to Technical Drawing	3
ETD	1320C	Introduction to Computer Drafting	3
HSC	1400	Standard First Aid and CPR	1
MAC	1114	Trigonometry	3
PHY	1001	Applied Physics	3
SUR	1101C	Basic Surveying and Mapping	4

Total Required Course Credits 45/48

Electives

A.A.S. students take 4 credit hours, and A.S. students take one credit hour. Any credit course(s) may be chosen. 4/1

Total Required Elective Credits 4/1
Total Program Hours.....64

Suggested Course Sequence

Term One

BCN	1272	Plans Interpretation	3
ENC	1101	College Composition I (A.S. students)	0/3
ENC	1151	Applied Communications	3
ETD	1100C	Introduction to Technical Drawing	3
MAC	1105	College Algebra	3
		Electives (A.A.S. students take four credit hours, A.S. students take one credit hour)	4/1
		Total	**16**

Term Two

BCT	1743	Construction Law	3
BCT	1750	Construction Finance	3
BCT	2705	Construction Supervision Procedure	3
MAC	1114	Trigonometry	3
SUR	1101C	Basic Surveying and Mapping	4
		Total	**16**

Term Three

BCN	1210	Construction Materials	3
BCN	2220	Construction Materials and Methods	3
BCN	2253C	Architectural Drafting	3
BCT	1600	Advanced Construction Estimating	3
PHY	1001	Applied Physics	3
		Total	**15**

Term Four

BCN	2941	Building Construction Experience	4
ETD	1320C	Introduction to Computer Drafting	3
HSC	1400	Standard First Aid and CPR	1
POS	1041	Introduction to American Government	3
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
		Total	**17**

Business Administration and Management (AAS A087)

This program is designed for the student who wants to enter the field of business. Course content includes basic theoretical knowledge and the opportunity to explore various fields of vocational interest.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair. All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. degree programs.

General Education Requirements

ENC	1101	College Composition I	3
HSC	2100	Health Concepts & Strategies	3
MGF	1106	Liberal Arts Mathematics	3
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
		Any course from Social Science - Area V	3

Total Required General Education Credits 18

Required Courses

APA	1111	Bookkeeping I	3
CGS	1570	Microcomputer Applications	3
ENC	1102	College Composition II	
		- or -	
ENC	1151	Applied Communications	3
		- or –	
OST	2335	Business Communications*	(4)
GEB	1011	Introduction to Business	3
MAR	2011	Principles of Marketing	3
MNA	2100	Human Relations in Business	
		- or -	
MNA	2345	Principles of Supervision	3
MTB	1103	Business Mathematics	3
		Business Electives**	15
		General Electives ***	10

Total Required Course Credits 46
Total Program Hours.....64

**Students who take OST 2335 will take only 9 credits of general electives.*

***Business Electives: Choose from the areas of Accounting Business, Computer Science, Legal Assisting, Economics, Management, Marketing, Real Estate and Office Systems Technology.*

****General Electives: Choose from the areas of English, Mathematics, Humanities, Science and Social Science.*

Suggested Course Sequence

Term One

APA	1111	Bookkeeping I	3
CGS	1570	Microcomputer Applications	3
ENC	1101	College Composition I	3
GEB	1011	Introduction to Business	3
MTB	1103	Business Mathematics	3
		Total	**15**

Term Two

ENC	1102	College Composition II	
		- or -	
ENC	1151	Applied Communications	3
		- or –	
OST	2335	Business Communications	(4)
MAR	2011	Principles of Marketing	3
MGF	1106	Liberal Arts Mathematics	3
		Any course from Social Science - Area V	3
		Business Elective	3
		Total	**15**

Term Three

MNA	2100	Human Relations in Business	
		- or -	
MNA	2345	Principles of Supervision	3
SPC	1016	Fundamentals of Speech Communication	3
		Business Electives	6
		General Electives	6
		Total	**18**

Term Four

HSC	2100	Health Concepts & Strategies	3
		Any course from Humanities - Area II	3
		Business Electives	6
		General Electives	4
		Total	**16**

Child Development and Education (AS)

This program is designed for the student who wishes to enter the field of early childhood as an educator/caregiver. The course content provides the student with a thorough background in all aspects of child development as well as expanding his/her classroom knowledge into a practical hands-on teaching experience in a Child Care Center Management Track, Infant/Toddler Track, Montessori Track, Preschool Track or a School Age Track.

The Center for Early Learning at the Lake Worth location is a Montessori-based laboratory preschool. Students from a variety of disciplines utilize the observation room. The Center also serves as a practicum site for interns from both the traditional and Montessori education options. The Center, staffed by three teachers, serves 22 children, ages 2 ? to 5, from 8 a.m. to noon, during the fall, winter and summer A terms. Children of students, staff and faculty are eligible to enroll. Tuition is $50 per week.

PBCC's Montessori Teacher Training Program, Early Childhood level, is accredited by the Montessori Accreditation Council for Teacher Education (MACTE) and affiliated with the American Montessori Society (AMS). The program consists of the Montessori Track of the A.S. program in Child Development and Education (see below) and several Career and Technical Education courses. PBCC's Montessori Teacher Training Program, Elementary I level, is also accredited by MACTE and affiliated with AMS. The courses for the Elementary I level are all Career and Technical Education courses. For more information, call (561) 868-3355.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair.

Students who have earned a CDA from Palm Beach Community College have the opportunity to receive credits toward an associate in science degree in Child Development and Education. Please consult a college advisor regarding the process of receiving such credits. All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

Students who have earned a Child Development Associate certificate from PBCC can receive credits toward an A.S. degree in Child Development and Education. Consult a college advisor for information.

CHILD CARE CENTER MANAGEMENT TRACK (AS 2358)

General Education Requirements

ENC	1101	College Composition I	3
HSC	2100	Health Concepts & Strategies	3
PSY	2012	General Psychology	3
		Any course from Humanities – Area II	3
		Any course from Natural Sciences - Area IV	3
SPC	1016	Fundamentals of Speech Communication	3
Total Required General Education Credits			**18**

Required Courses

DEP	2102	Child Growth and Development	3
EDF	1030	Behavior Management in the Classroom	3
EEC	1001	Introduction to Early Childhood Education	
		- or -	
EEC	1301C	Introduction to High Scope	3
EEC	1601	Observation and Assessment in Early Childhood	3
EEC	2271	Teaching Children with Special Needs	3
EEC	2603	Conflict Resolution	3
EEC	2731	Health, Safety, and Nutrition for Young Children	3
HUS	1001	Introduction to Human Services	3
SPC	1300	Introduction to Interpersonal Communication	3
SYG	2430	Marriage and Family	3
Total Required Course Credits			**30**

Required Child Care Center Management Track Courses

EEC	2002	Child Care and Educational Organizational Leadership Management	3
EEC	2202	Child Care and Education Programming	3
EEC	2521	Child Care and Education Financial and Legal Issues	3
EEC	2948	Child Care Center Management Practicum I	3
EEC	2949	Child Care Center Management Practicum II	3
Total Required Track Credits			**15**
Total Program Hours			**63**

Suggested Course Sequence

Term One

EEC	1001	Introduction to Early Childhood Education	
		- or -	
EEC	1301C	Introduction to High Scope	3
EEC	2002	Child Care and Educational Organizational Leadership Management	3
EEC	2202	Child Care and Education Programming	3
PSY	2012	General Psychology	3
		Any course from Humanities – Area II	3
		Total	**15**

Term Two

DEP	2102	Child Growth and Development	3
EEC	2521	Child Care and Education Financial and Legal Issues	3
EEC	2603	Conflict Resolution	3
ENC	1101	College Composition I	3
SPC	1300	Introduction to Interpersonal Communication	3
		Any course from Natural Sciences - Area IV	3
		Total	**18**

Term Three

EDF	1030	Behavior Management in the Classroom	3
EEC	2271	Teaching Children with Special Needs	3
EEC	2731	Health, Safety and Nutrition for Young Children	3
EEC	2948	Child Care Center Management Practicum I	3
HUS	1001	Introduction to Human Services	3
		Total	**15**

Term Four

EEC	1601	Observation and Assessment in Early Childhood	3
EEC	2949	Child Care Center Management Practicum II	3
HSC	2100	Health Concepts & Strategies	3
SYG	2430	Marriage & Family	3
SPC	1016	Fundamentals of Speech Communication	3
		Total	**15**

INFANT/TODDLER TRACK (AS 2354)

General Education Requirements

ENC	1101	College Composition I	3
HSC	2100	Health Concepts & Strategies	3
PSY	2012	General Psychology	3
		Any course from Humanities – Area II	3
		Any course from Natural Sciences - Area IV	3
SPC	1016	Fundamentals of Speech Communication	3
Total Required General Education Credits			**18**

Required Courses

DEP	2102	Child Growth and Development	3
EDF	1030	Behavior Management in the Classroom	3
EEC	1001	Introduction to Early Childhood Education	
		- or -	
EEC	1301C	Introduction to High Scope	3
EEC	1601	Observation and Assessment in Early Childhood	3
EEC	2271	Teaching Children with Special Needs	3
EEC	2603	Conflict Resolution	3
EEC	2731	Health, Safety, and Nutrition for Young Children	3
HUS	1001	Introduction to Human Services	3
SYG	2430	Marriage and Family	3
Total Required Course Credits			**27**

Required Infant/Toddler Track Courses

CHD	1110	Infants/Toddlers	3
EEC	1522	Infant/Toddler Environments	3
EEC	2943	Infant Toddler Practicum I	3
EEC	2946	Infant Toddler Practicum II	3
EEC	2204	Developing Curriculum for Infants and Toddlers	3
EEC	2407	Social-Emotional Growth and Interaction in Infants and Toddlers	3
Total Required Track Credits			**18**
Total Program Hours			**63**

Suggested Course Sequence

Term One

EEC	1001	Introduction to Early Childhood Education	
		- or -	
EEC	1301C	Introduction to High Scope	3
CHD	1110	Infants/Toddlers	3
PSY	2012	General Psychology	3
		Any course from Humanities – Area II	3
		Any course from Natural Sciences - Area IV	3
		Total	**15**

Term Two

DEP	2102	Child Growth and Development	3
EEC	2407	Social-Emotional Growth and Interaction in Infants and Toddlers	3
EEC	2603	Conflict Resolution	3
ENC	1101	College Composition I	3
SPC	1016	Fundamentals of Speech Communication	3
		Total	**15**

Term Three

EDF	1030	Behavior Management in the Classroom	3
EEC	2204	Developing Curriculum for Infants and Toddlers	3
EEC	2271	Teaching Children with Special Needs	3
EEC	2731	Health, Safety and Nutrition for Young Children	3
EEC	2943	Infant Toddler Practicum I	3
HUS	1001	Introduction to Human Services	3
		Total	**18**

Term Four

EEC	1522	Infant/Toddler Environment	3
EEC	1601	Observation and Assessment in Early Childhood	3
EEC	2946	Infant Toddler Practicum II	3
HSC	2100	Health Concepts & Strategies	3
SYG	2430	Marriage & Family	3
		Total	**15**

MONTESSORI TRACK (AS 2349)

General Education Requirements

ENC	1101	College Composition I	3
HSC	2100	Health Concepts & Strategies	3
PSY	2012	General Psychology	3
		Any course from Humanities – Area II	3
		Any course from Natural Sciences - Area IV	3
SPC	1016	Fundamentals of Speech Communication	3
Total Required General Education Credits			**18**

Required Courses

DEP	2102	Child Growth and Development	3
EDF	1030	Behavior Management in the Classroom	3
EEC	1001	Introduction to Early Childhood Education	
		- or -	
EEC	1301C	Introduction to High Scope	3
EEC	1601	Observation and Assessment in Early Childhood	3
EEC	2271	Teaching Children with Special Needs	3
EEC	2603	Conflict Resolution	3
EEC	2731	Health, Safety, and Nutrition for Young Children	3
HUS	1001	Introduction to Human Services	3
SYG	2430	Marriage and Family	3
Total Required Course Credits			**27**

Required Montessori Track Courses

CHD	1220	Child Development Infancy/Preschool	3
EEC	1006	Montessori Philosophy	3
EEC	2530	Montessori Curriculum I	3
EEC	2532	Montessori Curriculum II	3
EEC	2940	Montessori Practicum I	3
EEC	2941	Montessori Practicum II	3
Total Required Track Credits			**18**
Total Program Hours			**63**

Suggested Course Sequence

Term One

EEC	1001	Introduction to Early Childhood Education - or -	
EEC	1301C	Introduction to High Scope	3
EEC	1006	Montessori Philosophy	3
EEC	2530	Montessori Curriculum I	3
PSY	2012	General Psychology	3
		Any course from Humanities – Area II	3
		Total	**15**

Term Two

DEP	2102	Child Growth and Development	3
EEC	2532	Montessori Curriculum II	3
EEC	2603	Conflict Resolution	3
ENC	1101	College Composition I	3
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Natural Sciences - Area IV	3
		Total	**18**

Term Three

EDF	1030	Behavior Management in the Classroom	3
EEC	2271	Teaching Children with Special Needs	3
EEC	2731	Health, Safety and Nutrition for Young Children	3
EEC	2940	Montessori Practicum I	3
HUS	1001	Introduction to Human Services	3
		Total	**15**

Term Four

CHD	1220	Child Development, Infancy/Preschool (Spring)	3
EEC	1601	Observation and Assessment in Early Childhood	3
EEC	2941	Montessori Practicum II	3
HSC	2100	Health Concepts & Strategies	3
SYG	2430	Marriage & Family	3
		Total	**15**

PRE-SCHOOL TRACK (AS 2342)

General Education Requirements

ENC	1101	College Composition I	3
HSC	2100	Health Concepts & Strategies	3
PSY	2012	General Psychology	3
		Any course from Humanities – Area II	3
		Any course from Natural Sciences - Area IV	3
SPC	1016	Fundamentals of Speech Communication	3
Total Required General Education Credits			**18**

Required Courses

DEP	2102	Child Growth and Development	3
EDF	1030	Behavior Management in the Classroom	3
EEC	1001	Introduction to Early Childhood Education - or -	
EEC	1301C	Introduction to High Scope	3
EEC	1601	Observation and Assessment in Early Childhood	3
EEC	2271	Teaching Children with Special Needs	3
EEC	2603	Conflict Resolution	3
EEC	2731	Health, Safety, and Nutrition for Young Children	3
HUS	1001	Introduction to Human Services	3
SYG	2430	Marriage and Family	3
Total Required Course Credits			**27**

Required Pre-School Track Courses

CHD	1220	Child Development Infancy/Preschool	3
EDG	1311	Education Practicum I	3
EDG	1312	Education Practicum II	3
EEC	1200	Early Childhood Curriculum I	3
EEC	1311	Early Childhood Curriculum II	3
EEC	1214	Early Childhood Curriculum III	3
Total Required Track Credits			**18**
Total Program Hours			**63**

Suggested Course Sequence

Term One

EEC	1001	Introduction to Early Childhood Education - or -	
EEC	1301C	Introduction to High Scope	3
EEC	1200	Early Childhood Curriculum I	3
EEC	1311	Early Childhood Curriculum II	3
PSY	2012	General Psychology	3
		Any course from Humanities – Area II	3
		Total	**15**

Term Two

DEP	2102	Child Growth and Development	3
EEC	1214	Early Childhood Curriculum III	3
EEC	2603	Conflict Resolution	3
ENC	1101	College Composition I	3
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Natural Sciences - Area IV	3
		Total	**18**

Term Three

EDF	1030	Behavior Management in the Classroom	3
EDG	1311	Education Practicum I	3
EEC	2271	Teaching Children with Special Needs	3
EEC	2731	Health, Safety and Nutrition for Young Children	3
HUS	1001	Introduction to Human Services	3
		Total	**15**

Term Four

CHD	1220	Child Development, Infancy/Preschool (Spring)	3
EDG	1312	Education Practicum II	3
EEC	1601	Observation and Assessment in Early Childhood	3
HSC	2100	Health Concepts & Strategies	3
SYG	2430	Marriage & Family	3
		Total	**15**

SCHOOL AGE TRACK (AS 2359)

General Education Requirements

ENC	1101	College Composition I	3
HSC	2100	Health Concepts & Strategies	3
PSY	2012	General Psychology	3
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities – Area II	3
		Any course from Natural Sciences - Area IV	3
Total Required General Education Credits			**18**

Required Courses

DEP	2102	Child Growth and Development	3
EDF	1030	Behavior Management in the Classroom	3
EEC	1001	Introduction to Early Childhood Education - or-	
EEC	1301C	Introduction to High Scope	3
EEC	1601	Observation and Assessment in Early Childhood	3
EEC	2271	Teaching Children with Special Needs	3
EEC	2603	Conflict Resolution	3
EEC	2731	Health, Safety, and Nutrition for Young Children	3
HUS	1001	Introduction to Human Services	3
SYG	2430	Marriage and Family	3
Total Required Course Credits			**27**

Required School Age Track Courses

EEC	1003	Introduction to School Age Child Care	3
EEC	1603	Positive Guidance and Behavior Management In School Age Child Care	3
EEC	1700	Development of the School Age Child	3
EEC	XXXX	School Age Practicum I	3
EEC	XXXX	School Age Practicum II	3
SPC	1300	Introduction to Interpersonal Communication	3
Total Required Track Credits			**18**
Total Program Hours			**63**

Suggested Course Sequence

Term One

EEC	1001	Introduction to Early Childhood Education - or -	
EEC	1301C	Introduction to High Scope	3
EEC	1003	Introduction to School Age Child Care	3
PSY	2012	General Psychology	3
		Any course from Humanities – Area II	3
		Total	**12**

Term Two

DEP	2102	Child Growth and Development	3
EEC	1700	Development of the School Age Child	3
EEC	2603	Conflict Resolution	3
ENC	1101	College Composition I	3
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Natural Sciences - Area IV	3
		Total	**18**

Term Three

EDF	1030	Behavior Management in the Classroom	3
EEC	2271	Teaching Children with Special Needs	3
EEC	2731	Health, Safety and Nutrition for Young Children	3
EEC	XXXX	School Age Practicum I	3
HUS	1001	Introduction to Human Services	3
SPC	1300	Introduction to Interpersonal Communication	3
		Total	**15**

Term Four

EEC	1601	Observation and Assessment in Early Childhood	3
EEC	1603	Positive Guidance and Behavior Management In School Age Child Care	3
EEC	XXXX	School Age Practicum II	3
HSC	2100	Health Concepts & Strategies	3
SYG	2430	Marriage & Family	3
		Total	**15**

Computer Information Systems Analysis (AAS/AS)

(This program is currently under revision. Please check the on-line catalog listing at *www.FACTS.org* or contact an academic advisor for updated program information.)

This program offers three tracks which allow the student to develop abilities to use programming languages (Programming Track), application software (Applications Track) or manage a local area network (Network Track).

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For more information about articulation agreements in your course area, please speak with your department chair. All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

APPLICATIONS TRACK (AAS A132/AS 2124)

General Education Requirements

ENC	1101	College Composition I (A.S. students)	3
ENC	1151	Applied Communications A.A.S. students)	(3)
HSC	2100	Health Concepts & Strategies	3
MGF	1106	Liberal Arts Mathematics - or -	
MGF	1107	Finite Mathematics (A.S. students)	3
MAT	1033	Intermediate Algebra (A.A.S. students)	(3)
		Any course from Humanities - Area II	3
		Any course from Social Science - Area V	3
Total Required General Education Credits			**15**

Required Courses

APA	1111	Bookkeeping I	3
CGS	1513	Electronic Spreadsheets	3
CGS	1543	Database Management	3
CGS	1565	Microcomputer Operating Systems	3
CGS	1570	Microcomputer Applications	3
CIS	2321	Systems and Applications	3
COP	1002	Structured Programming	3
OST	2714C	Word Processing	3
SPC	1016	Fundamentals of Speech Communication	3
Total Required Course Credits			**27**

Business/Computer Electives (11 hours required)

ACG	2022	Financial Accounting	4
APA	1111	Bookkeeping I	3
COP	1165C	Programming RPG 400	3
COP	1220	Introduction to Programming in C	3
COP	1332	Visual Basic Programming	3
COP	2120C	Programming COBOL	3

COP	2121C	COBOL Applications	3
COP	2334	Programming in C++	3
COP	2800	Programming in Java	3
GEB	1011	Introduction to Business	3
Total Business/Computer Elective Credits			**11**

Programming Language Electives (3 hours required)

COP	1165C	Programming RPG 400	3
COP	1220	Introduction to Programming in C	3
COP	1332	Visual Basic Programming	3
COP	2120C	Programming COBOL	3
COP	2121C	COBOL Applications	3
COP	2334	Programming in C++	3
COP	2800	Programming in Java	3
Total Programming Elective Credits			**3**

Technical Electives (7 hours required)

CGS	1561	Inside the PC	1
CGS	1565	Microcomputer Operating Systems	3
CGS	2555	Introduction to the Internet	3
COP	2341	UNIX Operating System	3
COP	2822	Web Page Programming	3
Total Technical Elective Credits			**7**
Total Program Hours			**63**

Suggested Course Sequence

Term One

CGS	1570	Microcomputer Applications	3
ENC	1101	College Composition I	3
GEB	1011	Introduction to Business	3
MGF	1106	Liberal Arts Mathematics	
		- or -	
MGF	1107	Finite Mathematics (A.S. students)	3
MAT	1033	Intermediate Algebra (A.A.S. students)	(3)
SPC	1016	Fundamentals of Speech Communication	3
		Total	**15**

Term Two

COP	1002	Structured Programming	3
HSC	2100	Health Concepts & Strategies	3
OST	2714C	Word Processing	3
		Business/Computer/Technical Elective	3
		Any course from Social Science - Area V	3
		Total	**15**

Term Three

APA	1111	Bookkeeping I	3
CGS	1513	Electronic Spreadsheets	3
CGS	1543	Database Management	3
CIS	2321	Systems and Applications	3
COP	1332	Visual Basic Programming	3
		Business/Computer Elective	3
		Total	**18**

Term Four

CGS	1565	Microcomputer Operating Systems	3
CGS	2555	Introduction to the Internet	3
OST	1811	Desktop Publishing	3
		Business/Computer Elective	3
		Any course from Humanities - Area II	3
		Total	**15**

PROGRAMMING TRACK (AAS A133/AS 2126)

General Education Requirements

ENC	1101	College Composition I (A.S. students)	3
ENC	1151	Applied Communications (A.A.S. students)	(3)
HSC	2100	Health Concepts & Strategies	3
MGF	1106	Liberal Arts Mathematics (A.S. students)	
		- or -	
MGF	1107	Finite Mathematics (A.S. students)	3
MAT	1033	Intermediate Algebra(A.A.S. students)	(3)
		Any course from Humanities - Area II	3
		Any course from Social Science - Area V	3
Total Required General Education Credits			**15**

Required Courses

CGS	1570	Microcomputer Applications	3
CIS	2321	Systems and Applications	3
COP	1002	Structured Programming	3
ECO	2013	Principles of Macroeconomics	3
MNA	2100	Human Relations in Business	3
SPC	1016	Fundamentals of Speech Communication	3
Total Required Course Credits			**18**

Business/Computer Electives (11 hours required)

ACG	2022	Financial Accounting	4
APA	1111	Bookkeeping I	3
COP	1165C	Programming RPG 400	3
COP	1220	Introduction to Programming in C	3
COP	1332	Visual Basic Programming	3
COP	2120C	Programming COBOL	3
COP	2121C	COBOL Applications	3
COP	2334	Programming in C++	3
COP	2800	Programming in Java	3
GEB	1011	Introduction to Business	3
Total Business/Computer Elective Credits			**11**

Programming Language/electives (12 hours required)

COP	1165C	Programming RPG 400	3
COP	1220	Introduction to Programming in C	3
COP	1332	Visual Basic Programming	3
COP	2120C	Programming COBOL	3
COP	2121C	COBOL Applications	3
COP	2334	Programming in C++	3
COP	2800	Programming in Java	3
Total Programming Elective Credits			**12**

Technical Electives (7 hours required)

CGS	1561	Inside the PC	1
CGS	1565	Microcomputer Operating Systems	3
CGS	2555	Introduction to the Internet	3
COP	2341	UNIX Operating System	3
COP	2822	Web Page Programming	3
Total Technical Elective Credits			**7**
Total Program Hours			**63**

Suggested Course Sequence

Term One

CGS	1570	Microcomputer Applications	3
COP	1002	Structured Programming	3
ENC	1101	College Composition I (A.S. students)	3
ENC	1151	Applied Communications (A.A.S. students)	(3)

MGF	1106	Liberal Arts Mathematics (A.S. students)	
		- or -	
MGF	1107	Finite Mathematics (A.S. students)	3
MAT	1033	Intermediate Algebra (A.A.S. students)	(3)
SPC	1016	Fundamentals of Speech Communication	3
		Total	**15**

Term Two

CGS	2555	Introduction to the Internet	3
COP	1165C	Programming RPG 400	3
COP	2120C	Programming COBOL	3
ECO	2013	Principles of Macroeconomics	3
		Any course from Social Science - Area V	3
		Total	**15**

Term Three

APA	1111	Bookkeeping I	3
CIS	2321	Systems and Applications	3
COP	1332	Visual Basic Programming	3
GEB	1011	Introduction to Business	3
		Technical/Programming Language Electives	6
		Total	**18**

Term Four

COP	1220	Introduction to Programming in C	3
HSC	2100	Health Concepts & Strategies	3
MNA	2100	Human Relations in Business	3
		Business/Computer/Technical Elective	3
		Any course from Humanities - Area II	3
		Total	**15**

NETWORK TRACK (AAS A131/AS 2123)

General Education Requirements

ENC	1101	College Composition I (A.S. students)	3
ENC	1151	Applied Communications (A.A.S. students)	(3)
HSC	2100	Health Concepts & Strategies	3
MGF	1106	Liberal Arts Mathematics (A.S. students)	
		- or -	
MGF	1107	Finite Mathematics (A.S. students)	
		- or -	
		Any course from Natural Sciences - Area IV (A.S. students)	3
MAT	1033	Intermediate Algebra (A.A.S. students)	(3)
		Any course from Humanities - Area II	3
		Any course from Social Science - Area V	3
Total Required General Education Credits			**15**

Required Courses

CEN	2503	Local Area Networks	3
CEN	2504	Wide Area Networks	3
CEN	2507	TCP/IP and Network Administration	3
CEN	2522	Networking Technologies	3
CGS	1565	Microcomputer Operating Systems	3
CGS	1570	Microcomputer Applications	3
CGS	2555	Introduction to the Internet	3
CIS	2321	Systems and Applications	3
COP	1002	Structured Programming	3
MNA	2100	Human Relations in Business	3
SPC	1016	Fundamentals of Speech Communication	3
Total Required Course Credits			**33**

Business/Computer Electives (11 hours required)

ACG	2022	Financial Accounting	4
APA	1111	Bookkeeping I	3
CGS	1513	Electronic Spreadsheets	3
CGS	1543	Database Management	3
COP	1165C	Programming RPG 400	3
COP	1220	Introduction to Programming in C	3
COP	1332	Visual Basic Programming	3
COP	2120C	Programming COBOL	3
COP	2121C	COBOL Applications	3
COP	2334	Programming in C++	3
COP	2800	Programming in Java	3
GEB	1011	Introduction to Business	3
Total Business/Computer Elective Credits			**11**

Technical Electives (4 hours required)

CGS	1561	Inside the PC	1
COP	1165C	Programming RPG 400	3
COP	1332	Visual Basic Programming	3
COP	2120C	Programming COBOL	3
COP	2121C	COBOL Applications	3
COP	2334	Programming in C++	3
COP	2341	UNIX Operating System	3
COP	2800	Programming in Java	3
COP	2822	Web Page Programming	3
Total Technical Elective Credits			**4**
Total Program Hours			**63**

Suggested Course Sequence

Term One

CGS	1570	Microcomputer Applications	3
COP	1002	Structured Programming	3
ENC	1101	College Composition I (A.S. students)	3
ENC	1151	Applied Communications (A.A.S. students)	(3)
MGF	1106	Liberal Arts Mathematics (A.S. students)	
		- or -	
MGF	1107	Finite Mathematics (A.S. students)	
		- or -	
		Any course from Natural Sciences - Area IV (A.S. students)	3
MAT	1033	Intermediate Algebra (A.A.S. students)	(3)
SPC	1016	Fundamentals of Speech Communication	3
		Total	**15**

Term Two

CEN	2522	Networking Technologies	3
CGS	1565	Microcomputer Operating Systems	3
CGS	2555	Introduction to the Internet	3
CIS	2321	Systems and Applications	3
		Any course from Social Science - Area V	3
		Total	**15**

Term Three

CEN	2503	Local Area Networks	3
CEN	2504	Wide Area Networks	3
COP	2822	Web Page Programming	3
		Business/Computer/Technical Electives	7
		Total	**16**

Term Four

CEN	2507	TCP/IP and Network Administration	3
HSC	2100	Health Concepts & Strategies	3
MNA	2100	Human Relations in Business	3
		Business/Computer/Technical Electives	5
		Any course from Humanities - Area II	3
		Total	**17**

Criminal Justice Technology (AAS/AS)

LIMITED ACCESS

The Criminal Justice Technology program is a limited access program for Criminal Justice Academy students (PSAV certificate program students) and/or corrections and law enforcement officers who wish to advance in their careers. Students must contact the Criminal Justice Institute regarding admission requirements to the Academies prior to entering the Criminal Justice Technology program.

Students who plan to articulate to the Florida Atlantic University Public Management program (B.S.) or the Florida Gulf Coast University Criminal Justice program (BPM) should meet with a criminal justice advisor prior to registering for courses. All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

SPECIAL ADMISSIONS REQUIREMENTS

Students must have a minimum 2.0 GPA to be admitted into this program. Students who wish to be admitted to the Criminal Justice Institute should seek counseling from the Institute. Those who wish to be admitted to the A.A.S. or A.S. degree program should seek counseling from the Criminal Justice Department.

CORRECTIONS OFFICER TRACK (AAS A607/AS 2605)

General Education Requirements

ENC	1101	College Composition I	3
HSC	2100	Health Concepts & Strategies	3
MGF	1106	Liberal Arts Mathematics (A.S. students)	3
MAT	1033	Intermediate Algebra (A.A.S. students)	(3)
POS	1041	Introduction to American Government	3
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
Total Required General Education Credits			**18**

Required Courses

CCJ	1010	Introduction to Criminology	3
CCJ	1020	Administration of Criminal Justice	3
CCJ	2500	Juvenile Delinquency	3
CGS	1570	Microcomputer Applications	3
CJE	1300	Police Administration I	3
CJL	2100	Criminal Law	3
Total Required Course Credits			**18**

Required Corrections Officer Track Courses

CJD	1254L	Medical First Responder	1
CJD	1700	Criminal Justice Legal I *	3
CJD	1772C	Criminal Justice Communications - Corrections *	3
CJD	1703C	Interpersonal Skills I – Corrections *	3
CJD	1740	Interpersonal Skills II – Corrections *	3
CJD	1742	Corrections Operation *	3
CJD	1771	Corrections Legal II *	1
HLP	1081	Physical Fitness I	1
Total Required Track Credits			**18**

** These courses will articulate from PBCC's Criminal Justice Academies PSAV program.*

Electives (Select ten hours.)

CCJ	1191	Introduction to Human Behavior and the Criminal Justice Practitioner	3
CCJ	1250	Introduction to Constitutional Law	3
CCJ	2940C	Criminal Justice Intern Program	4
CJC	2162	Principles of Probation and Parole	3
CJE	1301	Police Administration II	3
CJL	2130	Laws of Evidence	3
CJL	2403	Law of Arrest, Search & Seizure	3
CJT	2100	Criminal Investigation	3
CJT	2140	Introduction to Criminalistics	3
Total Required Elective Credits			**10**
Total Program Hours			**64**

LAW ENFORCEMENT OFFICER TRACK (AAS A608/AS 2606)

General Education Requirements

ENC	1101	College Composition I	3
HSC	2100	Health Concepts & Strategies	3
MGF	1106	Liberal Arts Mathematics (A.S. students)	3
MAT	1033	Intermediate Algebra (A.A.S. students)	(3)
POS	1041	Introduction to American Government	3
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
Total Required General Education Credits			**18**

Required Courses

CCJ	1010	Introduction to Criminology	3
CCJ	1020	Administration of Criminal Justice	3
CCJ	2500	Juvenile Delinquency	3
CGS	1570	Microcomputer Applications	3
CJE	1300	Police Administration I	3
CJL	2100	Criminal Law	3
Total Required Course Credits			**18**

Required Law Enforcement Officer Track Courses

CJD	1254L	Medical First Responder	1
CJD	1700	Criminal Justice Legal I *	3
CJD	1701	Criminal Justice Legal II *	3
CJD	1702	Criminal Justice Communications - Law Enforcement *	3
CJD	1713C	Interpersonal Skills I - Law Enforcement*	3
CJD	1724C	Law Enforcement Investigations *	3
CJD	1720	Law Enforcement Legal III *	2
CJD	1721C	Law Enforcement Patrol *	3
HLP	1081	Physical Fitness I	1
Total Required Track Credits			**22**

** These courses will articulate from the PBCC Criminal Justice Academies PSAV program.*

Electives (Select six hours.)

CCJ	1191	Introduction to Human Behavior and the Criminal Justice Practitioner	3
CCJ	1250	Introduction to Constitutional Law	3
CCJ	2940C	Criminal Justice Intern Program	4
CJC	2162	Principles of Probation and Parole	3
CJE	1301	Police Administration II	3
CJL	2130	Laws of Evidence	3
CJL	2403	Law of Arrest, Search & Seizure	3
CJT	2100	Criminal Investigation	3
CJT	2140	Introduction to Criminalistics	3
Total Required Elective Credits			**6**
Total Program Hours			**64**

Drafting and Design Technology (AAS A169/AS 2178)

This program prepares the student for employment in the field of technical graphical representation. Course content provides the basics of drafting practice and techniques.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair. All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

General Education Requirements

ENC	1101	College Composition I (A.S. students)	3
ENC	1151	Applied Communications (A.A.S. students)	(3)
MAC	1105	College Algebra	3
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
		Any course from Social Science - Area V	3
Total Required General Education Credits			**15**

Required Courses

BCN	1210	Building Construction Materials	3
BCN	2253C	Architectural Drafting	3
ENC	1151	Applied Communications (A.S. students)	0/3
ETD	1100C	Introduction to Technical Drawing	3
ETD	1320C	Introduction to Computer Drafting	3
ETD	1461C	Mechanical Design I	4
ETD	1528	Mechanical Design II	4
ETD	1614C	Electronic Drafting	3
ETD	1620C	Electrical Drafting	3
ETD	2350C	Advanced Computer Drafting	3
ETI	2633	Industrial Relationships	3
MAC	1114	Trigonometry	3
PHY	1001	Applied Physics	3
SUR	1101C	Basic Surveying and Mapping	4
Total Required Course Credits			**42/45**

Electives

(A.A.S. students select 5 credits and A.S. students select 2 credits)

ETD	2331C	AutoLISP	2
ETD	2332C	Customizing AutoCAD	2
ETD	2352C	Modeling in 3D	2
ETD	2355C	Three-Dimensional CAD	3
ETD	2377C	3D Studio Max I	3
ETD	2378C	3D Studio Max II	3
Total Required Elective Credits			**5/2**
Total Program Hours			**62**

Suggested Course Sequence

Term One

ENC	1101	College Composition I (A.S. students)	3
ENC	1151	Applied Communications (A.A.S. students)	(3)
ETD	1100C	Introduction to Technical Drawing	3
ETD	1320C	Introduction to Computer Drafting	3
ETD	1620C	Electrical Drafting	3
MAC	1105	College Algebra	3
		Total	**15**

Term Two

ENC	1151	Applied Communications (A.S. students)	0/3
ETD	1614C	Electronic Drafting	3
ETD	2350C	Advanced Computer Drafting	3
ETI	2633	Industrial Relationships	3
MAC	1114	Trigonometry	3
		Elective (A.A.S students)	3/0
		Total	**15**

Term Three

BCN	1210	Building Construction Materials	3
BCN	2253C	Architectural Drafting	3
ETD	1461C	Mechanical Design I	4
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
		Total	**16**

Term Four

ETD	1528	Mechanical Design II	4
PHY	1001	Applied Physics	3
SUR	1101C	Basic Surveying and Mapping	4
		Any course from Social Sciences - Area V	3
		Elective	2
		Total	**16**

Electronics Engineering Technology (AAS A166)

This program prepares students to enter the electronic technology field and assist in the design, production, operation and servicing of electronic systems and equipment. Graduates of this program may assist professional engineers in laboratories, become testers or inspectors on an assembly line or apply their knowledge to practical problems of design and construction in research development.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. degree programs.

General Education Requirements

ENC	1101	College Composition I	3
MAT	1033	Intermediate Algebra	3
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
		Any course from Social Science - Area V	3
Total Required General Education Credits			**15**

Required Courses

CET	1123C	Microprocessors	4
CET	2112C	Logic Circuits	4
CET	1171C	Computer Maintenance and Repair	3
CGS	1570	Microcomputer Applications	3
EET	1015C	DC Circuits	4
EET	1025C	AC Circuits	4
EET	2121C	Electronics I	4
EET	2122C	Electronics II	4
EET	2322C	Communication Electronics	
		- or -	
EST	2541C	Servo-Mechanisms and Instrumentation	4
EET	2515C	DC and AC Motors and Generators	4
EST	2542C	Programmable Controllers	3
MAC	1105	College Algebra	3
Total Required Course Credits			**44**

Electives (Choose three.)

EET	2942	Electronic Engineering Internship I	3
EET	2943	Electronic Engineering Internship II	3
ETD	1320C	Introduction to Computer Drafting	3
ETD	1620C	Electrical Drafting	3
ETI	2633	Industrial Relationships	3
Total Required Elective Credits			**9**
Total Program Hours			**68**

Suggested Course Sequence

Term One (Fall)

CET	2112C	Logic Circuits	4
EET	1015C	DC Circuits	4
MAT	1033	Intermediate Algebra	3
SPC	1016	Fundamentals of Speech Communication	3
		Total	**14**

Term Two (Spring)

CET	1123C	Microprocessors	4
EET	1025C	AC Circuits	4
ENC	1101	College Composition I	3
MAC	1105	College Algebra	3
		Any course from Humanities - Area II	3
		Total	**17**

Term Three (Summer)

EST	2542C	Programmable Controllers	3
		Elective	3
		Total	**6**

Term Four (Fall)

CGS	1570	Microcomputer Applications	3
EET	2121C	Electronics I	4
EET	2515C	DC and AC Motors and Generators	4
		Elective	3
		Total	**14**

Term Five (Spring)

CET	1171C	Computer Maintenance and Repair	3
EET	2122C	Electronics II	4
EET	2322C	Communication Electronics	
		- or -	
EST	2541C	Servo-Mechanisms and Instrumentation	4
		Any course from Social Science - Area V	3
		Elective	3
		Total	**17**

Environmental Horticulture Technology (AS 2191)

This program is designed to prepare the student for management and technical positions in the green industry. Course content provides broad and well-rounded training in such areas as turfgrass culture, pesticides, plant physiology, nursery management and landscape construction. In addition to the A.S. degree, the Environmental Horticulture Technology program offers an associate in arts degree, articulation with the University of Florida and a certificate program.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair. All General Education requirement courses must be completed with a grade of C or higher to apply to A.S. degree programs.

SPECIAL ADMISSIONS REQUIREMENTS

Students must have a minimum 2.0 GPA for entrance into this program. Students should discuss their goals with the department chair during the first term of enrollment.

General Education Requirements

CHM	1015	Principles of Chemistry	3
ENC	1101	College Composition I	3
HSC	2100	Health Concepts & Strategies	3
MGF	1106	Liberal Arts Mathematics	3
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
		Any course from Social Science - Area V	3
Total Required General Education Credits			**21**

Required Courses

GCO	2230	Pumping and Irrigation Systems	3
IPM	1301	Pesticides	3
ORH	1010	Introduction to Horticulture	3
ORH	2220	Turfgrass Culture	3
ORH	2412	Plant Physiology	3
ORH	2510	Ornamental Plant Identification I	3
ORH	2800	Introduction to Landscape Design	3
ORH	2949C	Ornamental Horticulture Work Experience/Internship	3
PLS	2220	Plant Propagation	3
PMA	2213	Plant Pest Management	3
SOS	1102	Soils and Fertilizers	3
Total Required Course Credits			**33**

Electives (Choose two.)

APA	1111	Bookkeeping I	3
BUL	2241	Business Law I	3
CGS	1570	Microcomputer Applications	3
MAN	2021	Principles of Management	3
MAN	2800	Small Business Management	3
MNA	2345	Principles of Supervision	3
ORH	1840	Landscape Construction	3
ORH	2241	Arboriculture	3
ORH	2251	Nursery Management	3
ORH	2511	Introduction to Plants of South Florida Ecosystems	3
ORH	2835	Computer-Aided Landscape Design	3
ORH	2873	Interiorscape Design and Maintenance	3
Total Required Elective Credits			**6**
Total Program Hours			**60**

Suggested Course Sequence

Term One

ENC	1101	College Composition I	3
MGF	1106	Liberal Arts Mathematics	3
ORH	1010	Introduction to Horticulture (Take early in program.)	3
ORH	2220	Turfgrass Culture	3
ORH	2510	Ornamental Plant Identification I (Take early in program.)	3
		Total	**15**

Term Two

PLS	2220	Plant Propagation	3
PMA	2213	Plant Pest Management	3
SOS	1102	Soils and Fertilizers	3
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
		Total	**15**

Term Three

CHM	1015	Principles of Chemistry	3
GCO	2230	Pumping and Irrigation Systems	3
HSC	2100	Health Concepts & Strategies	3
IPM	1301	Pesticides	3
ORH	2800	Introduction to Landscape Design	3
		Total	**15**

Term Four

ORH	2412	Plant Physiology	3
ORH	2949C	Ornamental Horticulture Work Experience/Internship (Take late in program.)	3
		Any course from Social Science - Area V	3
		Electives (2)	6
		Total	**15**

Environmental Science Technology (AS)

This program consists of three tracks. The Conservation Ecology track prepares the student for a position in ecological restoration organizations, conservation organizations, the eco-tourism industry, and parks and recreation agencies. The Environmental Assessment track teaches the student to assess the presence or potential of hazardous materials in the environment and prepare remediation plans. The Hydrologic Studies track trains the student to monitor the quality and quantity of surface and ground water to ensure safety and a record of data.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

CONSERVATION ECOLOGY TRACK (AS 2216)

General Education Requirements

ENC	1101	College Composition I	3
GEO	1010	Principles of Geography and Conservation	3
HSC	2100	Health Concepts and Strategies	3
MAC	1105	College Algebra	3
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
Total Required General Education Credits			**18**

Required Courses

CGS	1570	Microcomputer Applications	3
CHM	1015	Principles of Chemistry	3
CHM	1015L	Principles of Chemistry Lab	1
ENC	1151	Applied Communications	3
STA	2023	Statistics	3
Total Required Course Credits			**13**

Business Electives (Choose one.)

GEB	1011	Introduction to Business	3
MAN	2021	Principles of Management	3
MNA	2345	Principles of Supervision	3
Total Required Elective Credits			**3**

Required Conservation Ecology Track Courses

BSC	1010	Principles of Biology	3
BSC	1010L	Principles of Biology Lab	1
BSC	1011	Principles of Biology II	3
BSC	1011L	Principles of Biology II Lab	1
BSC	1050	Environmental Conservation	3
EVR	1007	Florida's Environmental History	3
EVR	2266	Survey in Environmental Mapping/GIS/RemoteSensing	3
EVR	XXXX	Internship – Conservation Ecology	1
GLY	2030C	Environmental Geology	3
IPM	1301	Pesticides	3
ORH	2511	Plants of South Florida Ecosystems	3
		Environmental Elective (PCB 2350C Tropical Ecology recommended)	3
Total Required Track Credits			**30**
Total Program Hours			**64**

Suggested Course Sequence

Term One (Summer)

HSC	2100	Health Concepts and Strategies	3
SPC	1016	Fundamentals of Speech Communication	3
		Total	**6**

Term Two (Fall)

BSC	1050	Environmental Conservation	3
BSC	1010	Principles of Biology	3
BSC	1010L	Principles of Biology Lab	1
ENC	1101	College Composition I	3
GEO	1010	Principles of Geography and Conservation	3
		Any course from Humanities - Area II	3
		Total	**16**

Term Three (Spring)

BSC	1011	Principles of Biology II	3
BSC	1011L	Principles of Biology II Lab	1
CHM	1015	Principles of Chemistry	3
CHM	1015L	Principles of Chemistry Lab	1
ENC	1151	Applied Communications	3
ORH	2511	Plants of South Florida Ecosystems	3
		Total	**14**

Term Four (Summer)

CGS	1570	Microcomputer Applications	3
		Environmental Elective (PCB 2350C Tropical Ecology recommended)	3
		Total	**6**

Term Five (Fall)

EVR	1007	Florida's Environmental History	3
IPM	1301	Pesticides	3
MAC	1105	College Algebra	3
		Business Elective	3
		Total	**12**

Term Six (Spring)

EVR	2266	Survey in Environmental Mapping/GIS/Remote Sensing	3
EVR	XXXX	Internship – Conservation Ecology	1
GLY	2030C	Environmental Geology	3
STA	2023	Statistics	3
		Total	**10**

ENVIRONMENTAL ASSESSMENT TRACK (AS 2215)

General Education Requirements

ENC	1101	College Composition I	3
GEO	1010	Principles of Geography and Conservation	3
HSC	2100	Health Concepts and Strategies	3
MAC	1105	College Algebra	3
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
Total Required General Education Credits			**18**

Required Courses

CGS	1570	Microcomputer Applications	3
CHM	1015	Principles of Chemistry	3
CHM	1015L	Principles of Chemistry Lab	1
ENC	1151	Applied Communications	3
MAC	1140	Precalculus	3
STA	2023	Statistics	3
Total Required Course Credits			**16**

Required Environmental Assessment Track Courses

BSC	1050	Environmental Conservation	3
ETD	1320C	Introduction to Computer Drafting	3
EVS	2193	Environmental Sampling Techniques	3
EVR	1210	Introduction to Water Resources	3
EVR	2266	Survey in Environmental Mapping/GIS/ Remote Sensing	3
EVR	XXXX	Survey of Environmental Law	2
EVR	XXXX	Internship – Environmental Assessment	1
EVS	2601	Introduction to Hazardous Materials	3
EVS	2602	Principles of Environmental Site Assessment	3
GLY	2030C	Environmental Geology	3
		Environmental Elective (EVR 2290 Groundwater Hydrology or EVR 2212 Surface Water Hydrology recommended)	3
Total Required Track Course Credits			**30**
Total Program Hours			**64**

Suggested Course Sequence

Term One (Summer)

EVR	1210	Introduction to Water Resources	3
SPC	1016	Fundamentals of Speech Communication	3
		Total	**6**

Term Two (Fall)

BSC	1050	Environmental Conservation	3
ENC	1101	College Composition I	3
GEO	1010	Principles of Geography and Conservation	3
MAC	1105	College Algebra	3
		Any course from Humanities - Area II	3
		Total	**15**

Term Three (Spring)

CHM	1015	Principles of Chemistry	3
CHM	1015L	Principles of Chemistry Lab	1
ENC	1151	Applied Communications	3
EVS	2601	Introduction to Hazardous Materials	3
MAC	1140	Precalculus	3
STA	2023	Statistics	3
		Total	**16**

Term Four (Summer)

CGS	1570	Microcomputer Applications	3
HSC	2100	Health Concepts and Strategies	3
		Total	**6**

Term Five (Fall)

ETD	1320C	Introduction to Computer Drafting	3
EVS	2602	Principles of Environmental Site Assessment	3
EVS	2193	Environmental Sampling Techniques	3
EVR	2290	Groundwater Hydrology	3
		Total	**12**

Term Six (Spring)

EVR	2266	Survey in Environmental Mapping/GIS/Remote Sensing	3
EVR	XXXX	Survey of Environmental Law	2
EVR	XXXX	Internship – Environmental Assessment	1
GLY	2030C	Environmental Geology	3
		Total	**9**

HYDROLOGIC STUDIES TRACK (AS 2214)

General Education Requirements

ENC	1101	College Composition I	3
GEO	1010	Principles of Geography and Conservation	3
HSC	2100	Health Concepts and Strategies	3
MAC	1105	College Algebra	3
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
Total Required General Education Credits			**18**

Required Courses

CGS	1570	Microcomputer Applications	3
CHM	1015	Principles of Chemistry	3
CHM	1015L	Principles of Chemistry Lab	1
ENC	1151	Applied Communications	3
MAC	1140	Precalculus	3
STA	2023	Statistics	3
Total Required Course Credits			**16**

Required Hydrologic Studies Track Courses

BSC	1050	Environmental Conservation	3
ETD	1320C	Introduction to Computer Drafting	3
EVR	1210	Introduction to Water Resources	3
EVR	2195C	Water Resources Field Methods	4
EVR	2212	Surface Water Hydrology	3
EVR	2290	Groundwater Hydrology	3
EVR	XXXX	Internship – Hydrologic Studies	1
EVS	1214C	Water Quality Monitoring and Assessment	4
EVS	2193	Environmental Sampling Techniques	3
GLY	2030C	Environmental Geology	3
Total Required Track Credits			**30**
Total Program Hours			**64**

Suggested Course Sequence

Term One (Summer)

EVR	1210	Introduction to Water Resources	3
SPC	1016	Fundamentals of Speech Communication	3
		Total	**6**

Term Two (Fall)

BSC	1050	Environmental Conservation	3
ENC	1101	College Composition I	3
GEO	1010	Principles of Geography and Conservation	3
MAC	1105	College Algebra	3
		Any course from Humanities - Area II	3
		Total	**15**

Term Three (Spring)

CHM	1015	Principles of Chemistry	3
CHM	1015L	Principles of Chemistry Lab	1
ENC	1151	Applied Communications	3
EVR	2212	Surface Water Hydrology	3
MAC	1140	Precalculus	3
STA	2023	Statistics	3
		Total	**16**

Term Four (Summer)

CGS	1570	Microcomputer Applications	3
HSC	2100	Health Concepts and Strategies	3
		Total	**6**

Term Five (Fall)

EVR	2290	Groundwater Hydrology	3
EVS	1214C	Water Quality Monitoring and Assessment	4
EVS	2193	Environmental Sampling Techniques	3
		Total	**10**

Term Six (Spring)

ETD	1320C	Introduction to Computer Drafting	3
EVR	2195C	Water Resources Field Methods	4
EVR	XXXX	Internship – Hydrologic Studies	1
GLY	2030C	Environmental Geology	3
		Total	**11**

Film Production Technology (AS 2282)

The A.S. degree in Film Production Technology prepares the student for a position that may lead to mid-management employment. The student who completes the program will be able to work in a technical capacity. The program offers internship experiences in cooperation with the local television and film industry, as well as through student film production projects. The film and television courses are offered on a block schedule that requires students to enroll in two or more major courses each term. All General Education and prerequisite courses should be taken at times that do not conflict with the film and television course offerings.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair. All General Education requirement courses must be completed with a grade of C or higher to apply to A.S. degree programs.

For more information, visit the Registrar's Office or the Film Production Technology program office at PBCC's Palm Beach Gardens location.

General Education Requirements

ENC	1101	College Composition I	3
HSC	2100	Health Concepts & Strategies	3
SPC	1016	Fundamentals of Speech Communication	3
SYG	2000	Introduction to Sociology	3
		Any course from Humanities - Area II	3
		Any course from Mathematics - Area III	3
		Any course from Natural Sciences - Area IV	3
Total Required General Education Credits			**21**

Required Courses

FIL	1200	Motion Picture and Television Production I	3
FIL	2100	Writing for Film and Television	3
PGY	1401C	Introduction to Photography	3
RTV	2000	Fundamentals of Television Production	3
RTV	2300C	Introduction to Broadcast Journalism	3
TPA	1200	Stagecraft I	3
Total Required Course Credits			**18**

Advanced Core Courses

(Note: FIL 1200 is the prerequisite for the following courses.)

FIL	1620C	Computer Applications for Film, Television and Video	3
FIL	2202C	Motion Picture and Television Production II	4
FIL	2211C	Editing and Post Production	3
FIL	2271C	Camera Techniques	3
FIL	2272C	Lighting Techniques	3
FIL	2273C	Gripping	3
FIL	2275C	Sound	3
Total Required Advanced Core Credits			**22**

Internships

Note: Students are required to participate in three internships. Completion of prerequisite courses and consultation with program leader is required prior to enrollment in internships.

FIL	2271L	Camera Internship	1
FIL	2272L	Lighting Internship	1
FIL	2273L	Gripping Internship	1
FIL	2275L	Sound Internship	1
FIL	2940L	Editing and Post Production Internship	1
Total Required Internship Credits			**3**
Total Program Hours			**64**

Suggested Course Sequence

Term One

ENC	1101	College Composition I	3
HSC	2100	Health Concepts & Strategies	3
PGY	1401C	Introduction to Photography	3
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
		Total	**15**

Term Two

FIL	1200	Motion Picture and Television Production I	3
FIL	2100	Writing for Film and Television	3
RTV	2000	Fundamentals of Television Production	3
SYG	2000	Introduction to Sociology	3
TPA	1211	Advanced Stagecraft	3
		Total	**15**

Term Three (Summer)

		Any course from Natural Sciences - Area IV	3
		Total	**3**

Term Three

FIL	2211C	Editing and Post Production	3
FIL	2271C	Camera Techniques	3
FIL	2272C	Lighting Techniques	3
FIL	2275C	Sound	3
		Any course from Mathematics - Area III	3
		Total	**15**

Term Four

FIL	1620C	Computer Applications for Film, Television and Video	3
FIL	2202C	Motion Picture and Television Production II	4
FIL	2273C	Gripping	3
RTV	2300C	Introduction to Broadcast Journalism	3
		Internships	3
		Total	**16**

Fire Science Technology (AS 2195)

This program is designed for the student who is currently serving as a firefighter and wishes to advance in various fire service areas.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair. All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

SPECIAL ADMISSIONS REQUIREMENTS

Special admission requirements are associated with this program.

General Education Requirements

ENC	1101	College Composition I	3
POS	1041	Introduction to American Government	3
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
		Any course from Natural Sciences - Area IV (except HSC 2100)	3
Total Required General Education Credits			**15**

Required Courses

CGS	1570	Microcomputer Applications	3
FFP	1505	Fire Prevention	3
FFP	2320	Building Construction for Fire Protection	3
FFP	2401	Hazardous Materials for Emergency Operations	3
FFP	2410	Fire Service Tactics and Strategies	3
FFP	2720	Company Officer Leadership I	3
FFP	2740	Fire Science Instructional Methodology	3
FFP	2780	Fire Service Administration	3
MNA	2303	Introduction to Public Personnel Management	3
MTB	1103	Business Mathematics - or - Any course from Mathematics - Area III	3
Total Required Course Credits			**30**

Electives (Choose five.)

FFP	1301	Fire Hydraulics	3
FFP	1302	Fire Apparatus and Equipment	3
FFP	1620	Private Fire Protection Systems	3
FFP	2326	Blueprint Reading and Plans Examination	3
FFP	2501	Hazardous Materials for Emergency Operations II	3
FFP	2510	Related Fire Codes and Standards	3
FFP	2604	Fire Investigation and Arson Detection	3
FFP	2721	Company Officer Leadership II	3
FFP	2781	Advanced Fire Service Administration	3
HSC	2100	Health Concepts & Strategies	3
Total Required Elective Credits			**15**
Total Program Hours			**60**

Suggested Course Sequence

Term One

ENC	1101	College Composition I	3
FFP	1505	Fire Prevention	3
FFP	1620	Private Fire Protection Systems	3
MTB	1103	Business Mathematics	3
POS	1041	Introduction to American Government	3
		Total	**15**

Term Two

FFP	2510	Related Fire Codes and Standards	3
FFP	2780	Fire Service Administration	3
MNA	2303	Introduction to Public Personnel Management	3
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Natural Sciences - Area IV	3
		Total	**15**

Term Three

CGS	1570	Microcomputer Applications	3
FFP	2320	Building Construction for Fire Protection	3
FFP	2720	Company Officer Leadership I	3
FFP	2740	Fire Science Instructional Methodology	3
		Any course from Humanities - Area II	3
		Total	**15**

Term Four

FFP	2326	Blueprint Reading and Plans Examination	3
FFP	2401	Hazardous Materials for Emergency	
FFP	2410	Fire Service Tactics and Strategies	3
FFP	2604	Fire Investigation and Arson Detection	3
FFP	2721	Company Officer Leadership II	3
		Operations	3
		Total	**15**

Graphic Design Technology (AAS A018/AS 2011)

This program is designed to prepare the student to enter the graphic design field. Each student will develop a portfolio, crucial for employment, while enrolled in the program.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair. All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

SPECIAL ADMISSIONS REQUIREMENTS

Graphic Design Transfer Students: Approval of transferred courses by graphic design instructors. Graphic design advisors may use portfolio review to determine placement.

Program/Interview Counseling: Students are required to seek advisement from graphic design instructors to be sure they will take the necessary courses to graduate on schedule.

Special Notes: Students are encouraged to enroll in GRA 2940, Graphic Design Internship, in order to gain experience and a better understanding of the graphics industry. Students must have a 3.0 minimum GPA in all graphic design coursework, have finished all other required courses for the Graphic Design A.A.S. or A.S. program and have permission of graphic design department chair.

A grade of C or higher is required to advance in the program.

All Macintosh computer courses need to be taken within five years of graduation or need to be repeated. Please seek advisement from the department chair.

Students should be prepared to take day, evening and summer courses to complete their degree requirements.

General Education Requirements

ARH	1000	Art Appreciation *	3
ENC	1101	College Composition I (A.S. students)	0/3
ENC	1151	Applied Communications (A.A.S. students)	3/0
HSC	2100	Health Concepts & Strategies	3
MAC	1105	College Algebra (A.S. students)	0/3
MTB	1103	Business Mathematics (A.A.S. students)	3/0
SPC	1016	Fundamentals of Speech Communication	3
SYG	2000	Introduction to Sociology	3
Total Required General Education Credits			**18**

Required Courses

ART	1201C	Design Fundamentals *	3
ART	1300C	Drawing Fundamentals *	3
ART	2232C	Portfolio Composition *	3
GRA	1190C	Graphic Design I *	3
GRA	1530C	Typography	3
GRA	2121C	Macintosh Publishing I	3
GRA	2151C	Macintosh Illustration I	3
GRA	2191C	Graphic Design II *	3
GRA	2800C	Introduction to Macintosh Graphics	3
GRA	2811C	Macintosh Image Creation I	3
PGY	1401C	Introduction to Photography *	3
Total Required Course Credits			**33**

Electives (Choose 13 credits)

ART	1205C	Color Design *	3
ART	1301C	Intermediate Drawing	3
CGS	1060	PC Starter	1
GRA	2122C	Macintosh Publishing II	3
GRA	2152C	Macintosh Illustration II	3
GRA	2812C	Macintosh Image Creation II	3
GRA	2940	Graphic Design Internship	3
Total Required Graphic Design Elective Credits			**13**
Total Program Hours			**64**

** These courses articulate with the B.F.A. Graphic Design Program at Florida Atlantic University.*

Suggested Course Sequence

This sequence is based upon the needs of a first-time student enrollment. Students must meet with a graphic design instructor to determine their specific sequence.

Term One (Fall)

ART	1201C	Design Fundamentals	3
ART	1300C	Drawing Fundamentals	3
ENC	1101	College Composition I	3
HSC	2100	Health Concepts and Strategies	3
GRA	2800C	Introduction to Macintosh Graphics	3
		Total	**15**

Term Two (Spring)

GRA	1190C	Graphic Design I	3
GRA	1530C	Typography	3
GRA	2151C	Macintosh Illustration I	3
MAC	1105	College Algebra	3
SPC	1016	Fundamentals of Speech Communication	3
		Total	**15**

Term Three (Summer)

GRA	2121C	Macintosh Publishing I	3
GRA	2811C	Macintosh Image Creation I	3
		Total	**6**

Term Four (Fall)

GRA	2191C	Graphic Design II	3
GRA	2122C	Macintosh Publishing II	3
GRA	2152C	Macintosh Illustration II	3
GRA	2812C	Macintosh Image Creation II	3
		Graphic Design Elective	1
		Total	**13**

Term Five (Spring)

ARH	1000	Art Appreciation	3
ART	2232C	Portfolio Composition	3
PGY	1401C	Introduction to Photography	3
SYG	2000	Introduction to Sociology	3
		Total	**12**

Term Six (Summer)

GRA	2940	Graphic Design Internship	3
		Total	**3**

Hospitality and Tourism Management (AAS A100/AS 2060)

This program is designed for the student seeking a management career in the hospitality industry as well as other allied fields. The degree candidate will follow one of the two subject tracks described below which will address his/her particular need or interest.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair. All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

General Education Requirements

ARH	1000	Art Appreciation	3
BSC	1050	Environmental Conservation	3
ENC	1101	College Composition I	3
ENC	1102	College Composition II (A.S. students only)	0/3
SPC	1016	Fundamentals of Speech Communication	3
SYG	2000	Introduction to Sociology	3
Total Required General Education Credits			**15/18**

Required Courses

ACG	2022	Financial Accounting	4
CGS	1570	Microcomputer Applications	3
FOS	1201	Food Service Sanitation	2
FSS	1100	Menu Planning and Merchandising	3
FSS	1220	Professional Cooking	2
FSS	1220L	Professional Cooking Lab	1
FSS	1221C	Quantity Food Production I	4
FSS	2100	Purchasing for the Hospitality Industry	3
FSS	2500	Food and Beverage Cost Control	3
HFT	1000	Introduction to the Hospitality Business	3
HFT	1630	Management of Security in the Hospitality Business	3
HFT	1850C	Dining Room Management	3
HFT	1949C	Co-op: Hospitality Management I (A.A.S. students only)	3
HFT	2220	Personnel Management Practices	3
HFT	2300	Housekeeping Management	3

HFT	2410	Hotel-Motel Front Office Administration	3
HFT	2510	Sales Promotion and Advertising in Hotels and Food Service Establishments	3
Total Required Course Credits			**49/46**
Total Program Hours			**64**

Suggested Course Sequence

Fall Term – Session One

CGS	1570	Microcomputer Applications	3
FOS	1201	Food Service Sanitation	2
FSS	1220	Professional Cooking I	2
FSS	1220L	Professional Cooking Lab	1
HFT	1000	Introduction to the Hospitality Business	3
HFT	2220	Personnel Management Practices	3
		Total	**14**

Fall Term - Session Two

FSS	1221C	Quantity Food Production I	4
FSS	2100	Purchasing for the Hospitality Industry	3
FSS	2500	Food and Beverage Cost Control	3
HFT	1850C	Dining Room Management	3
		Total	**13**

Spring Term – Session One

ACG	2022	Financial Accounting	4
HFT	1630	Management of Security in the Hospitality Business	3
HFT	1949C	Co-op: Hospitality Management I (A.A.S. students only)	3
HFT	2300	Housekeeping Management	3
		Total	**13**

Spring Term – Session Two

FSS	1100	Menu Planning and Merchandising	3
HFT	2410	Hotel-Motel Front Office Administration	3
HFT	2510	Sales Promotion and Advertising in Hotels and Food Service Establishments	3
		Total	**9**

Note: General Education courses can be taken at any time.

Human Services (AAS A353/AS 2345)

This program is designed to prepare the student for an entry-level position as a human services specialist in areas such as children's services, family counseling, working with juveniles and adolescents, drug and alcohol abuse, the elderly, socially and economically handicapped, mentally or emotionally handicapped and others. Course content includes supervised clinical fieldwork experiences.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair. All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

General Education Requirements

ARH	1000	Art Appreciation	
		- or -	
MUL	1010	Music Appreciation	
		- or -	
THE	1000	Theater Appreciation	3
ENC	1101	College Composition I	3
MGF	1106	Liberal Arts Mathematics (A.S. students)	3
MTB	1103	Business Mathematics (A.A.S. students)	(3)
PSY	2012	General Psychology	3
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Natural Sciences - Area IV	3
Total Required General Education Credits			**18**

Required Courses

CLP	2002	Personality Development	3
DEP	2102	Child Growth and Development	3
ENC	1102	College Composition II (A.S. students)	3
CGS	1565	Microcomputer Operating System (or above for A.A.S. students)	(3)
HSC	1400	Standard First Aid and CPR	1
HUS	1001	Introduction to Human Services	3
HUS	1100	Counseling and Interviewing	3
HUS	1200	Principles of Group Dynamics	3
GEY	2000	Gerontology	
		- or -	
HUS	1531	Counseling the Chemically Dependent Person	3
HSC	2100	Health Concepts & Strategies	3
HUS	1850	Field Work in Human Services I	2
HUS	1850L	Field Work in Human Services I Internship	3
HUS	2520	Psychotherapy: Theory & Practice	3
HUS	2851	Field Work in Human Services II	2
HUS	2851L	Field Work in Human Services II Internship	3
SYG	2000	Introduction to Sociology	3
SYG	2361	Death and Dying	3
SYG	2430	Marriage and Family	3
Total Required Course Credits			**47**
Total Program Hours			**65**

Suggested Course Sequence

Term One

ENC	1101	College Composition I	3
HSC	2100	Health Concepts & Strategies	3
PSY	2012	General Psychology	3
SYG	2000	Introduction to Sociology	3
		Any course from Humanities - Area II	3
		Total	**15**

Term Two

ENC	1102	College Composition II (A.S. students)	3
CGS	1565	Microcomputer Operating Systems (or above for A.A.S. students)	(3)
HUS	1001	Introduction to Human Services	3
MGF	1106	Liberal Arts Mathematics (A.S. students)	3
MTB	1103	Business Mathematics (A.A.S. students)	(3)
SYG	2361	Death and Dying	3
		Any course from Natural Sciences - Area IV	3
		Total	**15**

Term Three

DEP	2102	Child Growth and Development	3
HUS	1100	Counseling and Interviewing	3
HUS	1850	Field Work and Human Services I	2
HUS	1851L	Field Work and Human Services I Internship	3
SPC	1016	Fundamentals of Speech Communication	3
SYG	2430	Marriage and Family	3
		Total	**17**

Term Four

CLP	2002	Personality Development	3
HSC	1400	Standard First Aid and CPR	1
HUS	1200	Principles of Group Dynamics	3
HUS	1531	Counseling the Chemically Dependent Person	3
HUS	2520	Psychotherapy: Theory & Practice	3
HUS	2851	Field Work in Human Services II	2
HUS	2851L	Field Work in Human Services II Internship	3
		Total	**18**

Industrial Management Technology (AAS A194/AS 2193)

This program is designed to provide additional competencies for administrative, managerial, supervisory and technical discipline areas for the individual who has mastered technical proficiencies from prior training programs or work experience.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair. All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

General Education Requirements

ENC	1101	College Composition I (A.S. students)	3
ENC	1151	Applied Communications (A.A.S. students)	(3)
HSC	2100	Health Concepts & Strategies	3
MGF	1106	Liberal Arts Mathematics (A.S. students)	3
MTB	1103	Business Mathematics (A.A.S. students)	(3)
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
		Any course from Social Science - Area V	3
Total Required General Education Credits			**18**

Required Courses

MNA	2100	Human Relations in Business	3
Total Required Course Credits			**3**

Technical Core

BCT	2705	Construction Supervision Procedure	3
BUL	2241	Business Law I	3
BUL	2242	Business Law II	3
CGS	1570	Microcomputer Applications	3
ETI	2131	Statistical Process Control	3
ETI	2133	Advanced Statistical Process Control	3
GEB	1011	Introduction To Business	3
MAN	2021	Principles of Management	3
MAN	2800	Small Business Management	3
MNA	2345	Principles of Supervision	3
		Business Electives *	3
		Technical Core Electives**	6
Total Technical Core Credits			**39**
Total Program Hours			**60**

** Business electives: Select from areas of Accounting, Business, Computer Science, Economics, Legal Technology, Office Systems Technology and Real Estate.*

***Technical Core Electives: Minimum of 8 credits and maximum of 27 credits may be selected using courses with any of the following prefixes: ACR, BCA, BCN, BCV, CET, CGS, EET, EGN, EGS, ETD, ETG, ETM, ETI, PMT, SUR.*

Note: A maximum of 24 credits toward the 60 credits required for this degree may be awarded for experiential learning.

Suggested Course Sequence - Managerial Supervisory Core

Term One

ENC	1101	College Composition I (A.S. students)	3
ENC	1151	Applied Communications (A.A.S. students)	(3)
GEB	1011	Introduction to Business	3
HSC	2100	Health Concepts & Strategies	3
MGF	1106	Liberal Arts Mathematics (A.S. students)	3
MTB	1103	Business Mathematics (A.A.S. students)	(3)
MNA	2100	Human Relations in Business	3
		Total	**15**

Term Two

BCT	2705	Construction Supervision Procedure	3
CGS	1570	Microcomputer Applications	3
SPC	1016	Fundamentals of Speech Communication	3
MAN	2021	Principles of Management	3
MAN	2800	Small Business Management	3
		Total	**15**

Term Three

BUL	2241	Business Law I	3
ETI	2131	Statistical Process Control	3
MNA	2345	Principles of Supervision	3
		Any course from Social Science - Area V	3
		Business Elective	3
		Total	**15**

Term Four

BUL	2242	Business Law II	3
ETI	2133	Advanced Statistical Process Control	3
		Any course from Humanities - Area II	3
		Technical Core Courses	6
		Total	**15**

Suggested Course Sequence - Technical Core

Term One

ENC	1101	College Composition I (A.S. students)	3
ENC	1151	Applied Communications (A.A.S. students)	(3)
GEB	1011	Introduction to Business	3
HSC	2100	Health Concepts & Strategies	3
MGF	1106	Liberal Arts Mathematics (A.S. students)	3
MTB	1103	Business Mathematics (A.A.S. students)	(3)
MNA	2100	Human Relations in Business	3
		Total	**15**

Term Two

BCT	2705	Construction Supervision Procedure	3
CGS	1570	Microcomputer Applications	3
SPC	1016	Fundamentals of Speech Communication	3
MAN	2021	Principles of Management	3
MAN	2800	Small Business Management	3
		Total	**15**

Term Three

		Any course from Humanities - Area II	3
		Business Elective	3
		Technical Core Courses	9
		Total	**15**

Term Four

		Any course from Social Sciences - Area V	3
		Technical Core Courses (see above)	12
		Total	**15**

Interior Design Technology (AS 2012)

This A.S. program offers courses in interior design that focus on professional and technical knowledge, client needs, cost effectiveness, building systems, health, safety and environmental issues, as well as aesthetic principles essential to understanding space planning and the design process. It has been established to meet the educational requirements set by the state of Florida Board of Architecture and Interior Design for interior design licensing. After completion of this program, four years of work experience under a licensed interior designer or registered architect is required to apply for licensing and to sit for the National Council for Interior Design Qualification (NCIDQ) Examination.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair. All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

SPECIAL ADMISSIONS REQUIREMENTS

Transfer students must have a minimum 2.0 GPA. Acceptance into the program is not guaranteed. A portfolio review and counseling are required prior to enrollment.

Students must have a minimum 2.5 GPA in all major coursework. A grade of C or higher is required to advance in the program.

General Education Requirements

ARH	1000	Art Appreciation (recommended)	
		- or -	
		Any course from Humanities – Area II	3
ENC	1101	College Composition I	3
HSC	2100	Health Concepts & Strategies	3
PSY	2012	General Psychology (recommended)	
		- or -	
		Any course from Social Sciences – Area V	3
SPC	1016	Fundamentals of Speech Communication	3
Total Required General Education Credits			**15**

Required Courses

IND	1025C	Fundamentals of Color and Design	3
IND	1233C	Design Studio I	3
IND	1234C	Design Studio II	3
IND	1401C	Technical Design I	3
IND	1935	Building and Barrier Free Codes	3
IND	2100	History of Interiors I	3
IND	2130	History of Interiors II	3
IND	2237C	Design Studio III	3
IND	2238C	Design Studio IV	3
IND	2307C	Interior Design Graphics	3
IND	2424C	Technical Design II	3
IND	2429	Textiles for Interiors	3
IND	2432C	Interior Lighting	3
IND	2460C	CAD for Interiors I	3
IND	2463C	CAD for Interiors II	3
IND	2505	Professional Practices	3
IND	2931C	Special Topics in Interior Design	3
IND	2941C	Interior Design Internship	3
MGF	1111	Geometry	1
Total Required Course Credits			**55**
Total Program Hours			**70**

Suggested Course Sequence

Term One (Fall)

IND	1025C	Fundamentals of Color and Design	3
IND	1233C	Design Studio I	3
IND	1401C	Technical Design I	3
IND	2100	History of Interiors I	3
		Interior Design General Education course	3
		Total	**15**

Term Two (Spring)

IND	1234C	Design Studio II	3
IND	2130	History of Interiors II	3
IND	2307C	Interior Design Graphics	3
IND	2424C	Technical Design II	3
		Interior Design General Education course	3
		Total	**15**

Term Three (Summer A)

IND	1935	Building and Barrier Free Codes	3
		Interior Design General Education course	1
		Total	**4**

Term Four (Fall)

IND	2237C	Design Studio III	3
IND	2429	Textiles for Interiors	3
IND	2432C	Interior Lighting	3
IND	2460C	CAD for Interiors I	3
		Interior Design General Education courses	3
		Total	**15**

Term Five (Spring)

IND	2238C	Design Studio IV	3
IND	2463C	CAD for Interiors II	3
IND	2505	Professional Practices	3
IND	2931C	Special Topics in Interior Design	3
		Interior Design General Education course	3
		Total	**15**

Term Six (Summer A)

IND	2941C	Interior Design Internship	3
		Interior Design General Education course	3
		Total	**6**

Legal Assisting (AS 2505)

This program prepares the student for employment as a legal assistant or technician in law-related occupations, including public and private law practice and/or corporate or government law-related activities. The graduate that is qualified to meet the testing requirements of the National Association of Legal Assistants is encouraged to sit for national exam to become a Certified Legal Assistant (CLA).

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair. All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

SPECIAL ADMISSIONS REQUIREMENTS

Students must have a minimum 2.0 GPA. An interview with program leader is preferred.

General Education Requirements

ENC	1101	College Composition I	3
HSC	2100	Health Concepts & Strategies	3
MAC	1105	College Algebra	
		- or -	
MGF	1106	Liberal Arts Mathematics	3
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
		Any course from Natural Sciences - Area IV	3
		Any course from Social Science - Area V	3
Total Required General Education Credits			**21**

Required Courses

BUL	2241	Business Law I	3
BUL	2242	Business Law II	3
ENC	1102	College Composition II	3
PLA	1003	Introduction to Legal Technology	3
PLA	1104	Legal Writing and Research I	3
PLA	1273	Preparing Negligence Cases	3
PLA	2114	Legal Writing and Research II	3
PLA	2209	Court Systems: Procedures & Pleadings I	3
PLA	2229	Court Systems: Procedures & Pleadings II	3
PLA	2483	Administrative Law	3
PLA	2600	Administration of Estates I	3
PLA	2611	Real Estate Law & Property Transactions I	3
PLA	2612	Real Estate Law & Property Transaction II	3
Total Required Course Credits			**39**

Electives (Choose two.)

CCJ	2210	Criminal Law	3
CCJ	2230	Laws of Evidence	3
CGS	1570	Microcomputer Applications	3
PLA	1949C	Co-op: Legal Assistant I	3
PLA	2800	Family Law	3
POS	1041	Introduction to American Government	3
Total Required Elective Credits			**4**
Total Program Hours			**64**

Suggested Course Sequence

Term One

BUL	2241	Business Law I	3
ENC	1101	College Composition I	3
PLA	1003	Introduction to Legal Technology	3
PLA	2611	Real Estate Law & Property Transactions I	3
		Legal Assisting General Education course	3
		Total	**15**

Term Two

BUL	2242	Business Law II	3
ENC	1102	College Composition II	3
PLA	1104	Legal Writing and Research I	3
PLA	2612	Real Estate Law & Property Transaction II	3
		Legal Assisting General Education course	3
		Total	**15**

Term Three

PLA	2114	Legal Writing and Research II	3
PLA	2209	Court Systems: Procedures & Pleadings I	3
PLA	2600	Administration of Estates I	3
PLA	2800	Family Law (Elective)	3
SPC	1016	Fundamentals of Speech Communication	3
		Legal Assisting General Education course	3
		Total	**18**

Term Four

PLA	1273	Preparing Negligence Cases	3
PLA	2229	Court Systems: Procedures & Pleadings II	3
PLA	2483	Administrative Law	3
		Elective	1
		Legal Assisting General Education course	3
		Legal Assisting General Education course	3
		Total	**16**

Marketing Management (AAS/AS)

This program offers two options. The Retailing Track prepares the student for a position in distributive fields which require a high level of competence in a range of business knowledge and skills, and the Marketing Track prepares the student for mid-management and supervisory level positions.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair. All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

RETAILING TRACK (AAS A097/AS 2055)

General Education Requirements

ENC	1101	College Composition I (A.S. students)	3
ENC	1151	Applied Communications (A.A.S. students)	(3)
HSC	2100	Health Concepts & Strategies	3
MGF	1106	Liberal Arts Mathematics	3
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
		Any course from Social Science - Area V	3
Total Required General Education Credits			**18**

Required Courses

APA	1111	Bookkeeping I	3
CGS	1570	Microcomputer Applications	3
MAR	2011	Principles of Marketing	3
MKA	1041	Principles of Retailing I	3
MKA	1511	Advertising	3
MKA	2021	Salesmanship	3
MAN	2800	Small Business Management	3
MNA	2100	Human Relations in Business	3
MNA	2345	Principles of Supervision	3
MTB	1103	Business Mathematics	3
OST	2335	Business Communications	4
Total Required Course Credits			**34**

Electives

	Business Electives*	6
	General Electives**	6
Total Required Elective Credits		**12**
Total Program Hours		**64**

** Business electives: Select from areas of Accounting, Business, Computer Science, Economics, Legal Technology, Office Systems Technology and Real Estate.*

***General electives: Select from areas of English, Mathematics, Humanities, Science and Social Science.*

Suggested Course Sequence

Term One

ENC	1101	College Composition I (A.S. students)	3
ENC	1151	Applied Communications (A.A.S. students)	(3)
MAR	2011	Principles of Marketing	3
MTB	1103	Business Mathematics	3
		General elective ** (GEB 1011 Introduction to Business recommended)	3
		Any course from Social Science - Area V	3
		Total	**15**

Term Two

APA	1111	Bookkeeping I	3
CGS	1570	Microcomputer Applications	3
MKA	1041	Principles of Retailing I	3
OST	2335	Business Communications	4
		Business elective *	3
		Total	**16**

Term Three

MGF	1106	Liberal Arts Mathematics	3
MAN	2800	Small Business Management	3
MKA	1511	Advertising	3
MNA	2100	Human Relations in Business	3
		Any course from Humanities - Area II	3
		Business elective *	3
		Total	**18**

Term Four

HSC	2100	Health Concepts & Strategies	3
MKA	2021	Salesmanship	3
MNA	2345	Principles of Supervision	3
SPC	1016	Fundamentals of Speech Communication	3
		General elective **	3
		Total	**15**

MARKETING TRACK (AAS A095/AS 2062)

General Education Requirements

ENC	1101	College Composition I (A.S. students)	3
ENC	1151	Applied Communications (A.A.S. students)	(3)
HSC	2100	Health Concepts & Strategies	3
MGF	1106	Liberal Arts Mathematics	3
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
		Any course from Social Science - Area V	3

Total Required General Education Credits 18

Required Courses

APA	1111	Bookkeeping I	3
BUL	2241	Business Law I	3
CGS	1570	Microcomputer Applications	3
ENC	1102	College Composition II	3
MAN	2021	Principles of Management	3
MAN	2800	Small Business Management	3
MAR	2011	Principles of Marketing	3
MKA	1041	Principles of Retailing I	3
MKA	1511	Advertising	3
MKA	2021	Salesmanship	3
MNA	2100	Human Relations in Business	3
MNA	2345	Principles of Supervision	3
MTB	1103	Business Mathematics	3

Total Required Course Credits 39

Electives

		General Electives *	7

Total Required Elective Credits 7

Total Program Hours 64

**General Electives: Select from the areas of Accounting, Business, Computer Science, Legal Assisting, Economics, Management, Marketing, Real Estate and Office Systems Technology.*

Suggested Course Sequence

Term One

ENC	1101	College Composition I (A.S. students)	3
ENC	1151	Applied Communications (A.A.S. students)	(3)
MAR	2011	Principles of Marketing	3
MTB	1103	Business Mathematics	3
		General elective * (GEB 1011 Introduction to Business is recommended.)	3
		Any course from Social Science - Area V	3
		Total	**15**

Term Two

APA	1111	Bookkeeping I	3
CGS	1570	Microcomputer Applications	3
ENC	1102	College Composition II	3
MAN	2021	Principles of Management	3
MKA	1041	Principles of Retailing I	3
		Total	**15**

Term Three

BUL	2241	Business Law I	3
MAN	2800	Small Business Management	3
MGF	1106	Liberal Arts Mathematics	3
MKA	1511	Advertising	3
MNA	2100	Human Relations in Business	3
		Any course from Humanities - Area II	3
		Total	**18**

Term Four

HSC	2100	Health Concepts & Strategies	3
MKA	2021	Salesmanship	3
MNA	2345	Principles of Supervision	3
SPC	1016	Fundamentals of Speech Communication	3
		General electives	4
		Total	**16**

Office Systems Technology (AAS/AS)

(This program is currently under revision. Please check the on-line catalog listing at *www.FACTS.org* or contact an academic advisor for updated program information.)

This program offers three options. The Legal Secretary Track prepares the student for employment as a legal secretary, the Office Systems Track prepares the student for employment as a top-level secretary or administrative assistant, and the Word Processing Track prepares the student for employment in the field of word and information processing systems. These tracks are also designed to provide supplemental training for individuals previously or currently employed in office careers.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

LEGAL SECRETARY TRACK (AAS A524/AS 2523)

General Education Requirements

ENC	1101	College Composition I (A.S. students)	3
ENC	1151	Applied Communications (A.A.S. students)	(3)
HSC	2100	Health Concepts & Strategies	3
MGF	1106	Liberal Arts Mathematics (A.S. students)	3
MAT	1033	Intermediate Algebra (A.A.S. students)	(3)
OST	1332	Business Presentations	
		- or -	
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
		Any course from Social Science - Area V	3

Total Required General Education Credits 18

Required Courses

APA	1111	Bookkeeping I	3
BUL	2241	Business Law I	3
CGS	1570	Microcomputer Applications	3
MTB	1103	Business Mathematics	3
OST	1100C	Beginning Keyboarding	3
OST	1108	Building Typing Speed and Accuracy	1
OST	1110C	Intermediate Keyboarding	3
OST	1831	Microsoft Windows	1
OST	2251C	Legal Transcription	3
OST	2335	Business Communications	4
OST	2339	Business English Review	1
OST	2431	Legal Office Procedures	4
OST	2714C	Word Processing	3
PLA	1003	Introduction to Legal Technology	3
PLA	1104	Legal Writing and Research I	3
		Electives *	4

Total Required Course Credits 45

Total Program Hours 63

**Electives: Select from Office Systems Technology or Legal Assisting courses.*

Suggested Course Sequence

Term One

BUL	2241	Business Law I	3
CGS	1570	Microcomputer Applications	3
ENC	1101	College Composition I (A.S. Students)	3
ENC	1151	Applied Communications (A.A.S. Students)	(3)
OST	1100C	Beginning Keyboarding	3
OST	1831	Microsoft Windows	1
OST	2339	Business English Review	1
PLA	1003	Introduction to Legal Technology	3
		Total	**17**

Term Two

MAT	1033	Intermediate Algebra (A.A.S. Students)	(3)
MGF	1106	Liberal Arts Mathematics (A.S. Students)	3
OST	1108	Building Typing Speed and Accuracy	1
OST	2335	Business Communications	4
OST	2714C	Word Processing	3
PLA	1104	Legal Writing and Research I	3
		Total	**14**

Term Three

MTB	1103	Business Mathematics	3
OST	1110C	Intermediate Keyboarding	3
OST	2431	Legal Office Procedures	4
OST	1332	Business Presentations	
		- or -	
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
		Elective *	1
		Total	**17**

Term Four

APA	1111	Bookkeeping I	3
OST	2251C	Legal Transcription	3
HSC	2100	Health Concepts & Strategies	3
		Any course from Social Science - Area V	3
		Elective *	3
		Total	**15**

OFFICE SYSTEMS TRACK (AAS A521/AS 2514)

General Education Requirements

ENC	1101	College Composition I (A.S. students)	3
ENC	1151	Applied Communications (A.A.S. students)	(3)
HSC	2100	Health Concepts & Strategies	3
MGF	1106	Liberal Arts Mathematics (A.S. students)	3
MAT	1033	Intermediate Algebra (A.A.S. students)	(3)
OST	1332	Business Presentations	
		- or -	
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
		Any course from Social Science - Area V	3

Total Required General Education Credits 18

Required Courses

APA	1111	Bookkeeping I	3
CGS	1513	Electronic Spreadsheets	3
CGS	1570	Microcomputer Applications	3
MTB	1103	Business Mathematics	3
OST	1100C	Beginning Keyboarding	3
OST	1108	Building Typing Speed and Accuracy	1
OST	1110C	Intermediate Keyboarding	3
OST	1211C	Shorthand I	3
OST	1831	Microsoft Windows	1
OST	2335	Business Communications	4
OST	2339	Business English Review	1
OST	2402	Office Procedures and Technology	4
OST	2603C	Machine Transcription	3
OST	2714C	Word Processing	3
		Electives *	7

Total Required Course Credits 45

Total Program Hours 63

**Electives: Select from Business, Computer Science or Office Systems Technology courses.*

Suggested Course Sequence

Term One

CGS	1570	Microcomputer Applications	3
ENC	1101	College Composition I (A.S. Students)	3
ENC	1151	Applied Communications (A.A.S. Students)	(3)
HSC	2100	Health Concepts & Strategies	3
MAT	1033	Intermediate Algebra (A.A.S. Students)	(3)
MGF	1106	Liberal Arts Mathematics (A.S. Students)	3
OST	1100C	Beginning Keyboarding	3
OST	1831	Microsoft Windows	1
OST	2339	Business English Review	1
		Total	**17**

Term Two			
CGS	1513	Electronic Spreadsheets	3
OST	1108	Building Typing Speed and Accuracy	1
OST	2335	Business Communications	4
OST	2714C	Word Processing	3
		Any course from Humanities - Area II	3
		Any course from Social Science - Area V	3
		Total	**17**
Term Three			
MTB	1103	Business Mathematics	3
OST	1110C	Intermediate Keyboarding	3
OST	1211C	Shorthand I	3
OST	2603C	Machine Transcription	3
		Elective *	3
		Total	**15**
Term Four			
APA	1111	Bookkeeping I	3
OST	2402	Office Procedures and Technology	4
OST	1332	Business Presentations	
		- or -	
SPC	1016	Fundamentals of Speech Communication	3
		Elective *	3
		Elective *	1
		Total	**14**

WORD PROCESSING TRACK (AAS A522/AS 2518)

General Education Requirements			
ENC	1101	College Composition I (A.S. students)	3
ENC	1151	Applied Communications (A.A.S. students)	(3)
HSC	2100	Health Concepts & Strategies	3
MGF	1106	Liberal Arts Mathematics (A.S. students)	3
MAT	1033	Intermediate Algebra (A.A.S. students)	(3)
OST	1332	Business Presentations	
		- or -	
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
		Any course from Social Science - Area V	3
Total Required General Education Credits			**.....18**
Required Courses			
CGS	1513	Electronic Spreadsheets	3
CGS	1570	Microcomputer Applications	3
MAN	2021	Principles of Management	
		- or -	
MNA	2345	Principles of Supervision	3
MTB	1103	Business Mathematics	3
OST	1100C	Beginning Keyboarding	3
OST	1108	Building Typing Speed and Accuracy	1
OST	1110C	Intermediate Keyboarding	3
OST	1811	Desktop Publishing	3
OST	1831	Microsoft Windows	1
OST	2335	Business Communications	4
OST	2339	Business English Review	1
OST	2402	Office Procedures and Technology	4
OST	2603C	Machine Transcription	3
OST	2714C	Word Processing	3
		Electives *	7
Total Required Course Credits			**.....45**
Total Program Hours			**.....63**

**Electives: Select from Business, Computer Science or Office Systems Technology courses.*

Suggested Course Sequence			
Term One			
CGS	1570	Microcomputer Applications	3
ENC	1101	College Composition I (A.S. Students)	3
ENC	1151	Applied Communications (A.A.S. Students)	(3)
HSC	2100	Health Concepts & Strategies	3
OST	1100C	Beginning Keyboarding	3
OST	1831	Microsoft Windows	1
OST	2339	Business English Review	1
MGF	1106	Liberal Arts Mathematics (A.S. Students)	3
MAT	1033	Intermediate Algebra (A.A.S. Students)	(3)
		Total	**17**
Term Two			
CGS	1513	Electronic Spreadsheets	3
OST	1108	Building Typing Speed and Accuracy	1
OST	2335	Business Communications	4
OST	2714C	Word Processing	3
		Any course from Humanities - Area II	3
		Any course from Social Science - Area V	3
		Total	**17**
Term Three			
MTB	1103	Business Mathematics	3
OST	1110C	Intermediate Keyboarding	3
OST	1811	Desktop Publishing	3
OST	2603C	Machine Transcription	3
		Elective *	3
		Total	**15**
Term Four			
OST	1332	Business Presentations	
		- or -	
SPC	1016	Fundamentals of Speech Communication	3
MAN	2021	Principles of Management	
		- or -	
MNA	2345	Principles of Supervision	3
OST	2402	Office Procedures and Technology	4
		Elective *	3
		Elective *	1
		Total	**14**

Professional Pilot Technology (AAS/AS)

This program offers three tracks. They are designed to prepare the student to work in flight operations management, to become a commercial pilot, or to allow the individual who currently holds the Airframe Certificate and/or Powerplant Mechanics Certificate issued by the Federal Aviation Administration (FAA) to pursue a two-year degree that will give management skills and knowledge for advancement within the aviation maintenance or flight operation industry.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair. All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

MAINTENANCE MANAGEMENT TRACK (AAS A161/AS 2171)

This track is designed to allow the individual who currently holds (1)an Airframe Certificate and (2)a Powerplant Mechanics Certificate, issued by the Federal Aviation Administration (FAA), to pursue a two-year degree that will provide management skills and knowledge for advancement within the aviation maintenance industry.

College credit toward the A.A.S. and A.S. degrees will be awarded for the following current FAA certificates (See Experiential Learning, Award of Credit):

- Airframe Mechanic Certificate—provides 12 credit hours
- Powerplant Mechanic Certificate—provides 12 credit hours.

General Education Requirements			
ENC	1101	College Composition I (A.S. students)	3
ENC	1151	Applied Communications (A.A.S. students)	(3)
MAC	1105	College Algebra (A.S. students)	3
MTB	1103	Business Mathematics (A.A.S. students)	(3)
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
		Any course from Social Science - Area V	3
Total Required General Education Credits			**.....15**
Required Courses			
ASC	1210	Aero-Meteorology	3
ASC	1310	Aero-Safety and Regulations	2
AVM	2010	Aerospace and Air Travel	3
		- or -	
		the following two courses:	
ATF	2500	Certified Flight Instructor	(1)
		- and -	
ATT	2131	Flight Instructor Ground School	(2)
BUL	2241	Business Law I	3
CGS	1060	PC Starter	1
GEB	1011	Introduction to Business	3
MAN	2021	Principles of Management	3
PHY	1001	Applied Physics (A.S. students)	3
ATT	1100	Private Pilot Ground School	
		(A.A.S. Students)	(3)
		Power Plant Certificate	12
		Airframe Certificate	12
Total Required Course Credits			**.....45**
Electives (Select 4 credit hours)			
ATF	2400	Multi-Engine Flight	1
		(or other course approved by department chair)	(1)
		Course approved by department chair	3
Total Required Elective Credits			**.....4**
Total Program Hours			**.....64**

Suggested Course Sequence			
Term One			
ASC	1310	Aero-Safety and Regulations	2
CGS	1060	PC Starter	1
ENC	1101	College Composition I (A.S. students)	3
ENC	1151	Applied Communications (A.A.S. students)	(3)
GEB	1011	Introduction to Business	3
		Professional Pilot General Education Course	3
		Total	**12**
Term Two			
ASC	1210	Aero-Meteorology	3
		Professional Pilot General Education Course	3
		Total	**6**
Term Three			
BUL	2241	Business Law I	3
PHY	1001	Applied Physics (A.S. students)	3
ATT	1100	Private Pilot Ground School	
		(A.A.S. students)	(3)
		Professional Pilot General Education Course	3
		Total	**9**
Term Four			
AVM	2010	Aerospace and Air Travel	3
MAN	2021	Principles of Management	3
		Professional Pilot General Education Course	3
		Professional Pilot Electives	4
		Total	**13**

OPERATIONS TRACK (AAS A162/AS 2172)

The following credit is given to the student who holds the Private Pilot Certificate:

ATF	1100	3 credits	Flight - Private
ATT	1100	3 credits	Private Pilot Ground School

General Education Requirements			
ENC	1101	College Composition I (A.S. students)	3
ENC	1151	Applied Communications (A.A.S. students)	(3)
MAC	1105	College Algebra (A.S. students)	3
MTB	1103	Business Mathematics (A.A.S. students)	(3)
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
		Any course from Social Science - Area V	3
Total Required General Education Credits			**.....15**
Required Courses			
ACG	2022	Financial Accounting	4
ASC	1210	Aero-Meteorology	3
ASC	1310	Aero-Safety and Regulations	2
ASC	1640	Propulsion Systems	3
ATT	1100	Private Pilot Ground School	3
AVM	2010	Aerospace and Air Travel	3
		- or -	
		the following two courses:	
ATF	2500	Certified Flight Instructor	(1)
		- and-	
ATT	2131	Flight Instructor Ground School	(2)
BUL	2241	Business Law I	3
CGS	1570	Microcomputer Applications	3
ECO	2013	Principles of Macroeconomics	3
GEB	1011	Introduction to Business	3
GEO	1010	Principles of Geography and Conservation	
		(A.A.S. students)	(3)
MAN	2021	Principles of Management	3
MAN	2800	Small Business Management	3
PHY	1001	Applied Physics (A.S. students)	3
POS	1001	Introduction to Political Science	3
PSC	1101	Earth Science	3
Total Required Course Credits			**.....45**

Electives (Select 4 credit hours)

ATF	2400	Multi-Engine Flight	1
		(or other course approved by department chair)	(1)
		Course approved by department chair	3

Total Required Elective Credits **4**
Total Program Hours **64**

Suggested Course Sequence

Term One

ASC	1210	Aero-Meteorology	3
ASC	1310	Aero Safety and Regulations	2
ATT	1100	Private Pilot Ground School	3
ENC	1101	College Composition I (A.S. students)	3
ENC	1151	Applied Communications (A.A.S. students)	(3)
GEB	1011	Introduction to Business	3
		Professional Pilot General Education course	3
		Professional Pilot Elective	1
		Total	**18**

Term Two

ASC	1640	Propulsion Systems	3
CGS	1570	Microcomputer Applications	3
POS	1001	Introduction to Political Science	3
PSC	1101	Earth Science	3
		Professional Pilot General Education Course	3
		Professional Pilot Elective	3
		Total	**18**

Term Three

BUL	2241	Business Law I	3
ECO	2013	Principles of Macroeconomics	3
GEO	1010	Principles of Geography and Conservation (A.A.S. students)	(3)
PHY	1001	Applied Physics (A.S. students)	3
		Professional Pilot General Education courses	6
		Total	**15**

Term Four

ACG	2022	Financial Accounting	4
AVM	2010	Aerospace and Air Travel	3
MAN	2021	Principles of Management	3
MAN	2800	Small Business Management	3
		Total	**13**

PROFESSIONAL PILOT TRACK (AAS A163/AS 2197)

The following credit shall be given if the student holds these certificates:

- Private Pilot Certificate provides: 6 credit hours for ATF 1100 and ATT 1100.
- Instrument Certificate provides: 12 credit hours for ATF 1100, ATF 2300, ATT 1100 and ATT 2120.
- Commercial Pilot Certificate provides: 12 credit hours for ATF 1100, ATF 2200, ATT 1100,and ATT 2110.

Students enrolling in the Professional Pilot Technology A.A.S. or A.S. degree program at Palm Beach Community College must follow these procedures to receive credit for flight courses required to complete these degrees.

1. All flight time must be logged and certified by an FAA certified flight instructor for the rating for which credit is being sought.
2. Minimum flight time requirements for Part 61 (minimum 40 hours) or Part 141 (minimum 35 hours) Federal Aviation Regulations (FAR) must be met.
3. All written examinations required for the rating sought must be passed with a minimum grade as specified by the FAA.
   A. Written proof of passing the required FAA check ride must be submitted to the department chair before credit can be granted for the following courses: ATF 1100, ATF 2200, ATF 2300, ATF 2400, ATF 2500.
   B. Proof of passing the appropriate FAA written examination with a grade of 85 percent or higher will be considered for credit for the following ground school courses when appropriately documented and submitted to the department chair: ATT 1100, ATT 2120.
4. To qualify for reduced flight-time requirements under FAR Part 141, the student must take flight training from an approved flight school and ground training from an approved ground school. The department chair will provide a list of currently approved flight schools for the student.

General Education Requirements

ENC	1101	College Composition I (A.S. students)	3
ENC	1151	Applied Communications (A.A.S. students)	(3)
MAC	1105	College Algebra (A.S. students)	3
MTB	1103	Business Mathematics (A.A.S. students)	(3)
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
		Any course from Social Science - Area V	3

Total Required General Education Credits **15**

Required Courses

ASC	1101	Aero-Navigation	3
ASC	1210	Aero-Meteorology	3
ASC	1310	Aero-Safety and Regulations	2
ASC	1640	Propulsion Systems	3
ASC	2550	Aerodynamics	3
ATF	1100	Flight - Private	3
ATF	1150	Intermediate Flight Lab	1
ATF	1600	Basic Flight Simulator	1
ATF	2200	Flight - Commercial	3
ATF	2250	Advanced Flight Lab	1
ATF	2300	Flight - Instrument	3
ATF	2400	Multi-Engine Flight	1
ATF	2605	Intermediate Flight Simulator	1
ATF	2610	Advanced Instrument Flight Simulator	1
ATT	1100	Private Pilot Ground School	3
ATT	2120	Instrument Ground School	3
ATT	2110	Commercial Pilot Ground School	3
AVM	2010	Aerospace and Air Travel	3
		- or -	
		the following 2 courses:	ATF
	2500	Certified Flight Instructor Flight	(1)
		- and -	
ATT	2131	Flight Instructor Ground School	(2)
CGS	1060	PC Starter	1
PHY	1001	Applied Physics (A.S. students)	3
GEO	1010	Principles of Geography and Conservation (A.A.S. students)	(3)

Total Required Course Credits **45**

Electives

ATF	2691	Instrument Refresher Simulator Laboratory (or course approved by department chair)	1
ENC	1151	Applied Communications (A.S. students)	3
		Course approved by department chair (A.A.S. students)	(3)

Total Required Elective Credits **4**
Total Program Hours **64**

Suggested Course Sequence

Term One

ATF	1100	Flight - Private	3
ATF	1600	Basic Flight Simulator	1
ATF	2605	Intermediate Flight Simulator	1
ATT	1100	Private Pilot Ground School	3
ENC	1101	College Composition I (A.S. students)	3
ENC	1151	Applied Communications (A.A.S. students)	(3)
		Professional Pilot General Education course	3
CGS	1060	PC Starter	1
		Total	**15**

Term Two

ASC	1210	Aero Meteorology	3
ASC	1640	Propulsion Systems	3
ATF	1150	Intermediate Flight Lab	1
ATF	2300	Flight - Instrument	3
ATF	2610	Advanced Instrument Flight Simulator	1
ATT	2120	Instrument Ground School	3
		Professional Pilot General Education course	3
		Total	**17**

Term Three

ASC	1101	Aero-Navigation	3
ASC	1310	Aero-Safety Regulations	2
ASC	2550	Aerodynamics	3
ATF	2200	Flight - Commercial	3
ATT	2110	Commercial Pilot Ground School	3
ATF	2250	Advanced Flight Lab	1
		Total	**15**

Term Four

ATF	2400	Multi-Engine Flight	1
ATF	2691	Instrument Refresher Simulator Laboratory (or course approved by department chair)	1
AVM	2010	Aerospace and Air Travel	3
		- or -	
		the following 2 courses:	ATF
2500		Certified Flight Instructor Flight	(1)
		- and -	
ATT	2131	Flight Instructor Ground School	(2)
ENC	1151	Applied Communication (A.S. students)	3
		Elective approved by department chair (A.A.S. students)	(3)
PHY	1001	Applied Physics (A.S. students)	3
GEO	1010	Principles of Geography and Conservation (A.A.S. students)	(3)
		Professional Pilot General Education Courses (2)	6
		Total	**17**

Theatre and Entertainment Technology (AS)

This program offers three music tracks and one dance track from which the student can choose: General Music Track, Popular Music and Jazz Track, Music Theatre Track and Dance Track.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair.

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs. All students must take the General Education courses.

GENERAL MUSIC TRACK (AS 2274)

The General Music Track is a basic program of studies designed to assist those engaged in teaching, performing, or conducting music. The music electives in the program may be selected to benefit the student in his particular area of specialization, such as sacred music or private teaching.

General Education Requirements

ENC	1101	College Composition I	3
HSC	2100	Health Concepts & Strategies	3
MGF	1106	Liberal Arts Mathematics	3
MUL	1010	Music Appreciation	3
SPC	1016	Fundamentals of Speech Communication	3
SYG	2000	Introduction to Sociology	3

Total Required General Education Credits **18**

**Students can take General Education requirements at any time during the course sequence.*

Suggested Course Sequence

Term One

ENC	1101	College Composition I	3
MUT	1111	Music Theory I **	3
MUT	1241	Ear Training and Sight Singing I	1
MUS	0010L	Recital Seminar	0
MVK	1111A	Class Instruction - Piano I *	1
SPC	1016	Fundamentals of Speech Communication	3
		Applied Music *	2
		Ensembles	1
		Music Electives	1
		Total	**15**

Term Two

HSC	2100	Health Concepts & Strategies	3
MUC	2301	Introduction to Electronic Music I	3
MUS	0010L	Recital Seminar	0
MUT	1112	Music Theory II	3
MUT	1242	Ear Training and Sight Singing II	1
MVK	1111B	Class Instruction - Piano II *	1
		Applied Music *	2
		Music Electives (Students should seek advice from the faculty advisor.)	4
		Total	**17**

Term Three

ENC	1151	Applied Communications	3
MGF	1106	Liberal Arts Mathematics	3
MUS	0010L	Recital Seminar	0
		Applied Music *	2
		Ensembles	1
		Music Electives (Students should seek advice from the faculty advisor.)	7
		Total	**16**

Term Four

MUL	1010	Music Appreciation	3
MUS	0010L	Recital Seminar	0
SYG	2000	Introduction to Sociology	3
		Applied Music *	2
		Ensembles	2
		Music Electives (Students should seek advice from the faculty advisor.)	6
		Total	**16**

Total Program Hours **64**

POPULAR MUSIC AND JAZZ TRACK (AS 2283)

The Popular Music and Jazz Track prepares the student for professional careers in pop, jazz, rock and commercial music, as a performer, arranger and/or composer.

General Education Requirements

ENC	1101	College Composition I	3
HSC	2100	Health Concepts & Strategies	3
MGF	1106	Liberal Arts Mathematics	3
MUL	1010	Music Appreciation	3
SPC	1016	Fundamentals of Speech Communication	3
SYG	2000	Introduction to Sociology	3

Total Required General Education Credits 18

**Students can take General Education requirements at any time during the course sequence.*

Suggested Course Sequence

Term One

ENC	1101	College Composition I	3
MUS	0010L	Recital Seminar	0
MUT	1111	Music Theory I **	3
MUT	1241	Ear Training and Sight Singing I	1
MVK	1111A	Class Instruction - Piano I *	1
SPC	1016	Fundamentals of Speech Communication	3
SYG	2000	Introduction to Sociology	3
		Applied Music *	2
		Ensembles	1
		Total	**17**

Term Two

HSC	2100	Health Concepts & Strategies	3
MGF	1106	Liberal Arts Mathematics	3
MUC	2301	Introduction to Electronic Music I	3
MUS	0010L	Recital Seminar	0
MUT	1112	Music Theory II	3
MUT	1242	Ear Training and Sight Singing II	1
MVK	1111B	Class Instruction - Piano II *	1
		Applied Music *	2
		Ensembles	1
		Total	**17**

Term Three

MUC	2302	Introduction to Electronic Music II	3
MUL	1010	Music Appreciation	3
MUS	0010L	Recital Seminar	0
MUT	1351	Jazz Arranging I	3
MUT	2116	Music Theory III	3
MUT	2246	Ear Training and Sight Singing III	1
		Applied Music *	2
		Ensembles	1
		Total	**16**

Term Four

ENC	1151	Applied Communications	3
MUS	0010L	Recital Seminar	0
MUT	1352	Jazz Arranging II	3
		Applied Music *	2
		Ensembles	1
		Music Electives (Students should seek advice from the faculty advisor.)	5
		Total	**14**

Total Program Hours.....64

MUSIC THEATRE TRACK (AS 2284)

The Music Theatre Track prepares the student for a professional career in Music Theatre as a singer-dancer-actor or technician.

General Education Requirements

ENC	1101	College Composition I	3
HSC	2100	Health Concepts & Strategies	3
MGF	1106	Liberal Arts Mathematics	3
MUL	1010	Music Appreciation	3
		– or –	
THE	1000	Theater Appreciation	3
SPC	1016	Fundamentals of Speech Communication	3
SYG	2000	Introduction to Sociology	3

Total Required General Education Credits 18

**Students can take General Education requirements at any time during the course sequence.*

Suggested Course Sequence

Term One

MUN	1310R	Concert Chorus	1
MUS	0010L	Recital Seminar	0
MUT	1111	Music Theory I **	3
MUT	1241	Ear Training and Sight Singing I	1
MVK	1111A	Class Instruction - Piano I *	1
TPP	2100	Acting I	3
TPP	2190R	Rehearsal and Performance I	3
		Applied Music *	3
		Ensembles	1
		Total	**16**

Term Two

MUS	0010L	Recital Seminar	0
MUT	1112	Music Theory II	3
MUT	1242	Ear Training and Sight Singing II	1
MVK	1111B	Class Instruction - Piano II *	1
THE	2051	Theater for a Children's Audience	3
THE	2110	Acting II	3
THE	2300	Dramatic Literature	3
		Applied Music *	1
		Ensembles	1
		Total	**16**

Term Three

ENC	1101	College Composition I	3
HSC	2100	Health Concepts & Strategies	3
MUL	1010	Music Appreciation	
		or –	
THE	1000	Theater Appreciation	3
SPC	1016	Fundamentals of Speech Communication	3
TPA	1200	Stagecraft I	3
		Total	**15**

Term Four

MGF	1106	Liberal Arts Mathematics	3
MUS	0010L	Recital Seminar	0
SYG	2000	Introduction to Sociology	3
THE	2925L	Play Production	1
TPA	2211	Advanced Stagecraft	3
TPP	2510	Movement for the Theater	3
		Applied Music *	2
		Ensembles	2
		Total	**17**

Total Program Hours.....64

DANCE TRACK (AS 2285)

The Dance Track is designed to prepare students for a professional career in dance. Dance classes are conducted at Klein Dance. Placement auditions for all dance students are required to determine entry level and advancement. To arrange placement auditions, telephone Klein Dance at (561) 586-1889.

General Education Requirements

ENC	1101	College Composition I	3
HSC	2100	Health Concepts & Strategies	3
MGF	1106	Liberal Arts Mathematics	3
MUL	1010	Music Appreciation	3
SPC	1016	Fundamentals of Speech Communication	3
SYG	2000	Introduction to Sociology	3

Total Required General Education Credits 18

**Students can take General Education requirements at any time during the course sequence.*

Suggested Course Sequence

Term One

ENC	1101	College Composition I	3
DAN	1600	Music for Dance	3
MUS	0010L	Recital Seminar	0
MUT	1001	Fundamentals of Music	3
		Dance Electives (Students should seek advice from the faculty advisor.)	7
		Total	**16**

Term Two

ENC	1151	Applied Communications	3
MUS	0010L	Recital Seminar	0
TPP	2100	Acting I	3
TPP	2510	Movement for the Theater	3
		Dance Electives (Students should seek advice from the faculty advisor.)	7
		Total	**16**

Term Three

HSC	2100	Health Concepts & Strategies	3
MGF	1106	Liberal Arts Mathematics	3
MUS	0010L	Recital Seminar	0
THE	1000	Theater Appreciation	3
		Dance Electives (Students should seek advice from the faculty advisor.)	7
		Total	**16**

Term Four

MUL	1010	Music Appreciation	3
MUS	0010L	Recital Seminar	0
SPC	1016	Fundamentals of Speech Communication	3
SYG	2000	Introduction to Sociology	3
		Dance Electives (Students should seek advice from the faculty advisor.)	7
		Total	**16**

Total Program Hours.....64

**Auditions are required for placement in Applied Music courses (both classes and private lessons).*

***Placement examination is required for Music Theory. Students who do not qualify for Theory I are required to take MUT 1001 (Fundamental of Music) first.*

Note: Attendance at Recital Seminar is required each term.

Dental Hygiene (AS 2151)

LIMITED ACCESS

The Dental Hygiene Program is accredited by the American Dental Association (ADA) Commission on Dental Accreditation and approved by the Florida State Board of Dentistry. The program leads to an A.S. degree and is approximately 21 months in length, not including the time necessary to complete the listed General Education and non-technical program core courses. It begins with the fall term of each year and is structured as a daytime program only. Graduates are eligible to take national and state or regional board examinations to become licensed dental hygienists.

Courses may articulate from an ADA Commission on Dental Accreditation Dental Assisting Program and a possibility of up to 20 credit hours may be accepted toward the A.S. degree in dental hygiene. Students from other formal dental programs may be given credit for their experience through challenge or other means of evaluation.

All dental hygiene courses must be taken in sequence and a grade of C or better must be earned in the clinical, laboratory and lecture areas of these courses. A grade of C or better must also be earned in all remaining course requirements for the A.S. degree in dental hygiene. All dental science and natural science courses must have been taken within the past five years

The Dental Hygiene Program is limited to the number of students it may admit to each class, and the following minimum criteria are established to be eligible for placement in the selection pool and must be met by the application-deadline date. Meeting minimum criteria for selection does not guarantee admission to the Dental Hygiene Program. Final selection will be made using a point system which credits: the number of required General Education and non-technical program core courses completed at the time of application (see lists at end of this section), grades earned in required basic sciences completed by the time of application (all attempts averaged, including withdrawals), dental assistant work experience, formal education in dental assisting and completion of any or all of the non-required courses—HSC 1000, HSC 1400, HSC 2100, HSC 2531, SLS 1501 or CGS 1570. For further details regarding the point system see the PBCC Dental Hygiene Application form, or contact the Dental Health Services program specialist at (561) 868-3752. If a student is selected and does not enter the program, or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair. All General Education requirement courses must be completed with a grade of C or higher to apply to A.S. degree programs.

SPECIAL ADMISSIONS REQUIREMENTS

1. Special Application and Deadline(s)

The applicant must submit a completed Dental Hygiene Application package (including transcripts) to the Limited Access Program Office at the Lake Worth location by May 22 of each year in order to be eligible for consideration for selection into the program. The Dental Hygiene Program application fee is non-refundable. Applicants who have never been students at PBCC will also have to submit a one-time general College application and fee. Currently enrolled or former PBCC students in credit/vocational credit courses do not have to submit a general College application and fee.

2. Academic High School Diploma or GED

A. All applicants must hold either a standard high school diploma or a U.S. GED certificate.

B. Proof of this must be submitted directly to the Registrar's Office at the Lake Worth location from the issuing school or agency.

3. Transcripts

All applicants who have attended other colleges/universities must have official transcripts from the issuing institution submitted directly to the Registrar's Office at the Lake Worth location.

4. Cumulative Grade Point Average

A minimum 2.0 cumulative college GPA is required to be eligible for selection.

5. Placement Test Scores

Placement tests must be taken and scores must meet minimum requirements for entrance into college-level English and mathematics courses. If scores do not meet minimum requirements, prescribed remediation must have been successfully completed by the application deadline. Completion with a grade of C or higher of a minimum of 3 college credits in math and/or English may be used in lieu of placement test scores to be eligible for consideration for selection into the program. However, placement test scores will be required to graduate even if previous math or English courses are used to meet selection eligibility criteria.

6. Program Interview/Counseling

All students are strongly urged to speak with the dental health services coordinator as early as possible prior to application. Call (561) 868-3752 for an appointment or e-mail kuzmireb@pbcc.edu.

7. Special Notes

A. Applicants who have completed an articulated, accredited dental assisting program at this or another state of Florida institution must have passed all articulated (dental hygiene) courses in that program with a grade of C or higher to be considered for selection for admission.

B. Except for applicants mentioned above in A, all students accepted into the program must have completed all required natural science courses with a grade of C or better prior to the beginning of the Dental Hygiene program (but no earlier than five years prior to the application deadline date). See list of required sciences at the end of this section. Those mentioned in Section A may defer completion of all required basic science courses (with a grade of C or better) until the end of the first term of the program.

C. Once officially accepted into the Dental Hygiene program, The applicant must submit results of a dental and medical examination on PBCC Allied Health examination forms dated within one year prior to the start of the program.

D. All accepted applicants for the Dental Hygiene program are strongly encouraged to be currently immunized against communicable diseases, including Hepatitis B. Documentation of, completion of, or refusal to obtain, Hepatitis B immunization must be provided upon entrance into the program.

E. Certification in Cardiopulmonary Resuscitation Basic Life Support by the American Heart Association must be current by the beginning of the program.

F. The student will be automatically enrolled in the Student Accident/Health Insurance coverage program provided by PBCC.

G. If a student has withdrawn from or received a grade of less than C in a dental hygiene technical core course, that student will not be able to continue in the program. If he/she wishes to re-enter the program, it will be necessary to reapply for a position in the following year's class on a space-available basis. If accepted, the student will then be required to: (1) repeat the failed or withdrawn course and (2) repeat for audit his/her last successfully completed clinical course. If a student has two separate failures in any course or courses with the prefixes DEH, DES, DEA (from either the Dental Hygiene or Assisting Program) he/she will be ineligible for initial selection for admission to, or may not re-enter the Dental Hygiene Program.

The following General Education requirements may be taken in advance of application/selection to the Dental Hygiene Program. All must be completed with a grade of C or better in order to be given credit for selection and/or graduation:

General Education Requirements

BSC	1085	Anatomy & Physiology I	3
BSC	1085L	Anatomy & Physiology I Lab	1
ENC	1101	College Composition I	3
PSY	2012	General Psychology	3
SPC	1016	Fundamentals of Speech Communication	3
SYG	2000	Introduction to Sociology	3
		Any course from Humanities - Area II	3
Total Required General Education Credits			**19**

Non-Technical Program Requirements

MAT	1033	Intermediate Algebra	
		- or -	
MTB	1103	Business Mathematics	
		- or -	
		Any course from Mathematics - Area III	3
Total Required Non-Technical Credits			**3**

Natural Science Program Requirements

BSC	1086	Anatomy & Physiology II	3
BSC	1086L	Anatomy & Physiology II Lab	1
CHM	1015	Principles of Chemistry	3
HUN	1201	Elements of Nutrition	3
MCB	2010	Microbiology	3
MCB	2010L	Microbiology Lab	1
Total Required Natural Science Credits			**14**

Dental Hygiene Program Requirements

Suggested Course Sequence (After admission to program)

Term One (Fall)

DEH	1003	Dental Hygiene Instrumentation	1
DEH	1003L	Dental Hygiene Instrumentation Lab	2
DES	1020	Dental Anatomy *	3
DES	1100	Dental Materials *	2
DES	1100L	Dental Materials Lab *	1
DES	1200	Dental Radiology *	2
DES	1200L	Dental Radiology Lab *	1
DES	1600	Office Emergencies*	1
DES	1800	Introduction to Clinical Procedures *	3
DES	1800L	Introduction to Clinical Procedures Lab *	1
		Total	**17**

Term Two (Spring)

DEH	1130	Oral Embryology and Histology	1
DEH	1800CA	Dental Hygiene I	5
DEH	2300	Pharmacology	2
DES	1830C	Expanded Functions *	2
DES	1840	Preventive Dentistry *	2
		Total	**12**

Term Three (Summer)

DEH	1802C	Dental Hygiene II	2
		Total	**2**

Term Four (Fall)

DEH	2400	General and Oral Pathology	2
DEH	2603	Periodontology	2
DEH	2701	Community Dentistry	2
DEH	2804C	Dental Hygiene III	5
DES	2934	Compromised Patient	1
		Total	**12**

Term Five (Spring)

DEH	1811	Dental Ethics and Jurisprudence	1
DEH	2702L	Community Dentistry Practicum	1
DEH	2806C	Dental Hygiene IV	6
DES	2502	Office Management *	1
		Total	**9**

Total Required Dental Hygiene Credits.....52

Total Program Hours.....88

**These courses will articulate from the PBCC Dental Assisting Program.*

Dietetic Technician (AS 2512)

LIMITED ACCESS

This program prepares the student for a career in dietetic technology at work sites including hospitals, skilled nursing facilities, schools, residential and group care facilities, health spas and community agencies. The curriculum has been developed using American Dietetic Association (ADA) guidelines. Graduates of the program are eligible to sit for the Dietetic Technician Registry Exam to receive the credentials DTR. These credentials are recognized nationwide and are used to identify individuals qualified to provide nutrition services under the supervision of a Registered Dietitian (R.D.).

Students who plan to articulate to Florida International University for a four-year bachelor of science degree in dietetics and nutrition must discuss this option with the PBCC dietetics department chairperson before taking any courses. All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

SPECIAL ADMISSIONS REQUIREMENTS

1. Special Application and Deadline

A. New Students

After completion of HUN 1201 and FSS 1210 with a grade of C or better, the student must submit a completed application package to the Dietetic Technician department chair no later than November 1 of each year to be eligible for consideration for selection into the program which begins the following January. If HUN 1201 and FSS1210 are in progress in the fall term, midterm grades will be used to evaluate the student for admission into the selection pool and acceptance to the program will be conditional on completion of the courses with a grade of C or better.

Meeting criteria for the program does not guarantee admission into the Dietetic Technician program. Final selection will be based on the applicant pool, which is contingent on the number of field-experience sites available to the students. If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent process.

B. Dietetic Technician Transfer Students

Students from other American Dietetic Association approved/accredited programs will be given credit for equivalent course-work or may obtain credit for their experience through challenge exams or other means of evaluation. Transcripts will be evaluated on a case-by-case basis.

2. Academic High School Diploma or GED

Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

3. Transcripts

Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Lake Worth location.

4. Cumulative Grade Point Average (GPA)

Cumulative grade point average must be at least 2.0 in all previous college work attempted.

5. Placement Test Scores

Placement tests must be taken and scores must meet minimum requirements for entrance into college-level English and mathematics courses. If scores do not meet minimum requirements, prescribed remediation must have been successfully completed before entrance into the program.

6. Medical Exam

A medical exam is not required for application to the program, but will be required if the student is accepted into the program. (See 8-B below.).

7. Program/Interview Counseling

The applicant must have an interview with the Dietetic Technician department chair at the Lake Worth location prior to application. Call (561) 868-3352 for an appointment.

8. Special Notes

A. Preference in selection will be given to applicants who have work or volunteer experience in either health care or food service.

B. Once officially accepted into the Dietetic Technician Program, the applicant must submit results of a medical examination on PBCC Allied Health examination forms dated within one year prior to the start of the program.

C. A grade of C or higher must be earned in all coursework required for the program, and the student must have a minimum 2.0 grade point average (GPA) to graduate.

D. The student will automatically be enrolled in the Student Accident/Health Insurance coverage program provided by PBCC.

Program Prerequisites

FSS	1210C	Elements of Food Science & Techniques	3
HUN	1201	Elements of Nutrition	3
Total Required Prerequisite Credits			**6**

General Education Requirements

BSC	1010	Principles of Biology	3
ENC	1101	College Composition I	3
SPC	1016	Fundamentals of Speech Communication	3
SYG	2000	Introduction to Sociology	3
		Any course from Humanities - Area II	3

Total Required General Education Credits 15

Non-Technical Core Requirements

CGS	1570	Microcomputer Applications	3
HSC	1000	Introduction to Health Care	2
HSC	1000L	Introduction to Health Care Lab	1
HSC	2531	Medical Terminology	3
MAT	1033	Intermediate Algebra	
		- or –	
MTB	1103	Business Mathematics	
		- or –	
		Any course from Mathematics - Area III	3
PSY	2012	General Psychology	3

Total Required Non-Technical Core Credits 15

Technical Core Requirements (must be taken in the sequence shown)

DIE	1412	Dietetics I	3
DIE	1419	Dietetics Practicum I	3
DIE	2211	Dietetics II	3
DIE	2270	Dietetics Practicum II	3
DIE	2120	Dietetics III	3
DIE	2947	Dietetics Practicum III	3
FSS	1221C	Quantity Food Production I	4
HUN	1501	Community Nutrition	3

Total Required Technical Core Credits 25

Electives

		Any 3 credit college course	3

Total Required Elective Credits 3

Total Program Hours.....64

Suggested Course Sequence

Term One

CGS	1570	Microcomputer Applications	3
ENC	1101	College Composition I	3
FSS	1210C	Elements of Food Science & Techniques	3
HSC	1000	Introduction to Health Care	2
HSC	1000L	Introduction to Health Care Lab	1
HUN	1201	Elements of Nutrition	3
		Total	**15**

Term Two

DIE	1412	Dietetics I	3
DIE	1419	Dietetics Practicum I	3
HSC	2531	Medical Terminology	3
MAT	1033	Intermediate Algebra	
		- or –	
MTB	1103	Business Mathematics	
		- or –	
		Any course from Mathematics - Area III	3
SPC	1016	Fundamentals of Speech Communication	3
		Total	**15**

Term Three (Summer Term A)

HUN	1501	Community Nutrition	3
		Total	**3**

Term Four

BSC	1010	Principles of Biology	3
DIE	2211	Dietetics II	3
DIE	2270	Dietetics Practicum II	3
FSS	1221C	Quantity Food Production I	4
SYG	2000	Introduction to Sociology	3
		Total	**16**

Term Five

DIE	2120	Dietetics III	3
DIE	2947	Dietetics Practicum III	3
PSY	2012	General Psychology	3
		Any course from Humanities - Area II	3
		Elective	3
		Total	**15**

General Education and Non-Technical Core Requirements may be taken in any sequence.

Emergency Medical Services (AS)

Note: This program is currently under revision. Please check the on-line catalog listing at *www.FACTS.org* or contact an academic advisor for updated program information.

This program is designed for the student who wishes to increase knowledge in principles of education, supervision or technology related to the paramedic field. The degree candidate follows one of three subject tracks as listed below.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair. All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

EDUCATION TRACK (AS 2449)

General Education Requirements

ENC	1101	College Composition I	3
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
		Any course from Mathematics - Area III	3
		Any course from Social Science - Area V	3

Total Required General Education Credits 15

Technical Core Required Courses

EMS	1119C	EMT *	8
EMS	1271	Paramedic I	2
EMS	1271L	Paramedic Skills I Lab	3
EMS	1272	Paramedic II	6
EMS	272L	Paramedic Skills II Lab	2
EMS	1273	Paramedic III	6
EMS	1273L	Paramedic Skills Lab III	2
EMS	1294L	Clinical/Field Rotation I	7
EMS	1295L	Clinical/Field Rotation II	7

Total Required Technical Core Credits 43

Education Track Courses

EDF	2005	Foundations of Education	3
FFP	2150	Fire Science Instructional Methodology	3
HSC	2531	Medical Terminology ***	3
CGS	1570	Microcomputer Applications	3
EDP	2002	Introduction to Educational Psychology	3

Total Required Education Track Credits 15

Total Program Hours.....73

Suggested Course Sequence

Term One and Term Two

	Paramedic Certificate Program (Technical Core Courses)	43

Term Three

	General Education Requirements	15

Term Four

	Education Track Courses	15

SUPERVISORY TRACK (AS 2447)

General Education Requirements

ENC	1101	College Composition 1	3
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
		Any course from Mathematics - Area III	3
		Any course from Social Science - Area V	3

Total Required General Education Credits 15

Technical Core Required Courses

EMS	1119C	EMT *	8
EMS	1271	Paramedic I	2
EMS	1271L	Paramedic Skills I Lab	3
EMS	1272	Paramedic II	6
EMS	272L	Paramedic Skills II Lab	2
EMS	1273	Paramedic III	6
EMS	1273L	Paramedic Skills Lab III	2
EMS	1294L	Clinical/Field Rotation I	7
EMS	1295L	Clinical/Field Rotation II	7

Total Required Technical Core Credits 43

Supervisory Track Courses

MNA	2345	Principles of Supervision **	3
MNA	2100	Human Relations in Business	3
HSC	2531	Medical Terminology ***	3
CGS	1570	Microcomputer Applications	3
PSY	2012	General Psychology	3

Total Required Supervisory Track Credits 15

Total Program Hours.....73

Suggested Course Sequence

Term One and Term Two

	Paramedic Certificate Program (Technical Core Courses)	43

Term Three

	General Education Requirements	15

Term Four

	Supervisory Track Courses	15

TECHNOLOGY TRACK (AS 2448)

General Education Requirements

ENC	1101	College Composition 1	3
SPC	1016	Fundamentals of Speech Communication	3
		Any course from Humanities - Area II	3
		Any course from Mathematics - Area III	3
		Any course from Social Science - Area V	3

Total Required General Education Credits 15

Technical Core Required Courses

EMS	1119C	EMT *	8
EMS	1271	Paramedic I	2
EMS	1271L	Paramedic Skills I Lab	3
EMS	1272	Paramedic II	6
EMS	272L	Paramedic Skills II Lab	2
EMS	1273	Paramedic III	6
EMS	1273L	Paramedic Skills Lab III	2
EMS	1294L	Clinical/Field Rotation I	7
EMS	1295L	Clinical/Field Rotation II	7

Total Required Technical Core Credits 43

Technology Track Courses

BSC	1085	Anatomy and Physiology I	3
BSC	1085L	Anatomy and Physiology I Lab	1
BSC	1086	Anatomy and Physiology II	3
BSC	1086L	Anatomy and Physiology II Lab	1
HSC	2531	Medical Terminology ***	3
CHM	1015	Principles of Chemistry	3
CGS	1060	PC Starter	1

Total Required Technology Track Credits 15

Total Program Hours.....73

Suggested Course Sequence

Term One and Term Two

	Paramedic Certificate Program (Technical Core Courses)	43

Term Three

	General Education Requirements	15

Term Four

	Technology Track Courses	15

**These credits are awarded to holders of a current Florida State Certified EMT Certificate.*

***FFP2100 Fire Service Administration or FFP 2410 Fire Service Tactics and Strategies may be substituted with permission of the program manager.*

****EMS 1331 Aeromedical Transport may be substituted with program manager's approval.*

Nursing (AAS A309)

LIMITED ACCESS

Nursing for the new millennium will focus on: wellness of self and others; technical nursing skills across the life span (emphasis on geriatrics) in both acute care facilities and the community (home) environment; critical care concepts; and professional development. Upon graduation, the student is awarded an associate in applied science degree and is eligible to take the National Council Licensing Exam (NCLEX) to become a Registered Nurse (RN).

As such, the graduate will be a collaborative and integral member of the changing health-care system. His/her uniqueness will be evidenced by leadership in the profession as holistic care is provided and coordinated.

Any individual with an arrest record is advised to seek counseling regarding possible limitations toward licensure prior to applying for entrance.

This program is approved by the State Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC). Program data is annually updated with The National League for Nursing Accrediting Commission, 61 Broadway, 33rd floor, New York, NY 10006, phone: (800) 669-1656, Web site: *www.accrediting-comm-nlnac.org* .

Available within this program is admission as either a beginning (generic) or an LPN/transfer student. Since nursing is a limited access program, entrance requirements are the same; however, the process is different. Generic students submit information and documents directly to the PBCC Limited Access Program Office, phone number: (561) 868-3040. LPN/transfer students submit college application and transcripts to the Admissions Office and all other information directly to the PBCC Nursing and Wellness Office.

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair. All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. degree programs.

SPECIAL ADMISSIONS REQUIREMENTS

The following criteria are established to be eligible for placement in the selection pool. Meeting the criteria for selection does not guarantee admission to the Nursing Program. Final selection will be made using a point system that credits former college education; Nursing Program General Education requirements completed; cumulative grade point average; NLN pre-admission scores; health-related work experience; and Florida residency by the time of application. (For details regarding the point system, see the PBCC Nursing Application Form.) These criteria supersede any previous information.

If a student is not selected, or is selected and does not enter the program, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline(s)

A. Generic Students
Must submit a completed PBCC Nursing Program Application to the Limited Access Program Office (Lake Worth) by June 1 for fall term or October 1 for spring term.

B. LPN/Transfer Students
Must submit PBCC's General Admission Application to the PBCC Admissions Office and send the Nursing Department a letter of intent. All admission criteria must be completed by August 1 for fall term and November 15 for spring term.

2. Standard High School Diploma or GED
Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

3. Transcripts
Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Lake Worth location.

4. Cumulative Grade Point Average
Cumulative grade point average must be at least a 2.0 in all previous college work attempted.

5. Medical Exam
See section 7-G(3), which follows.

6. Program Interview/Counseling
All prospective students are expected to attend a group information session prior to application. Contact the Nursing and Wellness Office for information at (561) 868-3412.

7. Special Notes

A. NLN Pre-admission Exam (generic students only). Applicants must have NLN Pre-admission test scores on file in the Admissions Office. Information regarding testing dates is available through the Limited Access Program Office or the Testing Center.

B. The following courses must be completed with a C or higher prior to submitting an application for consideration:
(1) Chemistry: One year of high school chemistry or one semester of college chemistry (CHM 1015 or equivalent).
(2) Human Growth & Development: Completion of NUR 2130 (Human Growth and Development), HSC 1010 (Introduction to Developmental Concepts for Health Care Providers) or equivalent.
(3) Anatomy & Physiology: Completion of college-level Anatomy & Physiology I (lecture and lab - BSC 1085 and BSC 1085L) completed within the last 10 years.
(4) Introduction to Health Care: Completion of the high school Tech Prep curriculum or college Introduction to Health Care (HSC 1000 and HSC 1000L). Experiential learning credit is available for qualified students. Contact the Nursing and Wellness Office for details.
(5) Proficiency of 80% on the Nurse Procalc software. Successful completion of Nurse Procalc meets the mathematics competency requirement for graduation. Practice is available through the CPI labs. Exams are given in the Testing Center.

C. LPN applicants only (in addition to 7.B. above):
(1) LPN license: documentation of a valid Florida license
(2) LPN competencies: documentation of one of the following:
(a) Six months LPN work experience within the last five years OR
(b) Graduation from LPN school within the past six months.
(3) Credit for nursing courses:
(a) Successful completion of the NUR 1023 challenge exam (NLN Mobility Profile I - Book 1) with at least a grade of 75 entitles applicant to eight credits. There is a fee for this exam and it is arranged through the Nursing Office. Complete the following prerequisites for Nursing II (NUR 1212):
i.) Anatomy & Physiology II (within 10 years) BSC 1086 and BSC 1086L
ii.) Microbiology (within 10 years) MCB 2010 and MCB 2010L
iii.) Introduction to Professional Nursing NUR 2000L
iv.) Introduction to Pharmacotherapeutics NUR 1144
v.) Completion of the PBCC Clinical Competency Check List (NUR1022L)
(b) Optional: passing the NUR 1212 Challenge Exam (NLN Mobility Profile II - Book 2) with a score of 75 entitles the applicant to twelve (12) credits. Complete the following prerequisites for Nursing III - (NUR2215):
i.) Elements of Nutrition HUN 1201
ii.) College Composition I ENC 1101
iii.) Essentials of Wellness I HLP 1083
iv.) Completion of the PBCC Clinical Competency Check List (NUR 1213L)

D. Transfer Students
Nursing courses may be challenged. Submit nursing course syllabi of the transferring college to the Nursing Department for review.

E. Challenge Credit
If previous experience and academic preparation warrants, any student may challenge nursing and other General Education courses through challenge and/or CLEP exams. Challenge exams MUST be arranged through the Nursing and Wellness Department. CLEP exams are arranged with the Testing Center.

PBCC is a participating institution for the ACT-PEP nursing exams. Selected ones are acceptable at admission. Contact the Nursing Department for specifics.

F. Readmissions
Students who have been academically dismissed from PBCC's Nursing Program or any other nursing program may (re)apply only after successful completion of an LPN program. Application is the same as stated above for LPNs. (See Nursing Student Handbook for progression statement.)

ALL of the above requirements must be completed before the applicant will be considered for selection.

G. After admission and before beginning any nursing course sequence, the following documentation must be provided to the Nursing Department
1. Proof of medical/accident insurance during each enrollment period
2. Valid CPR certificate
3. Completed medical form exam (including immunizations and/or titers)
4. Drug screening
5. Criminal background screening

H. General Education courses must be taken in their course sequencing but may be taken concurrently or prior to the nursing courses. The student must maintain at least a C in all nursing and General Education courses for program continuation and graduation.

I. For admission, progression and completion of the Nursing Program, the academic unit will evaluate the following areas of competency: emotional, perceptual, cognitive, functional and physical. Reasonable accommodation will be made on an individual basis in accordance with the adaptations set forth in the Essential Competency Study of the National Council of State Boards of Nursing, Inc. (Chornick, 1994). For further information, contact the Nursing Office.

Program Prerequisites

(See preceding Special Notes 7.B.)			6
Total Required Prerequisite Credits			**6**

General Education Requirements

BSC	1086	Anatomy & Physiology II	3
BSC	1086L	Anatomy & Physiology II Lab	1
ENC	1101	College Composition I	3
MCB	2010	Microbiology	3
MCB	2010L	Microbiology Lab	1
SYG	2000	Introduction to Sociology	3
		Any course from Humanities - Area II*	3
Total Required General Education Credits			**17**

Required Courses

HLP	1083	Essentials of Wellness I (taken with NUR 1212)	1
HLP	1087	Essentials of Wellness II (taken with NUR 2215)	1
HLP	1088	Essentials of Wellness III (taken with NUR 2712C)	1
HUN	1201	Elements of Nutrition	3
NUR	2000L	Introduction to Professional Nursing **	(1)
NUR	1022L	Nursing I Skills Lab	1
NUR	1023	Nursing I	4
NUR	1023L	Nursing I Clinical	3
NUR	1144	Introduction to Pharmacotherapeutics	2
NUR	1212	Nursing II	7
NUR	1212L	Nursing II Clinical	4
NUR	1213L	Nursing II Skills Lab	1
NUR	2215	Nursing III	8
NUR	2215L	Nursing III Clinical	4
NUR	2712C	Nursing IV	5
NUR	2943L	Clinical Preceptorship	4
Total Required Course Credits			**49**
Total Program Hours			**72/(73)**

**Humanities - art, literature or music*
***LPN's/Transfers only prior to first clinical nursing course*

Suggested Course Sequence (after acceptance to program)

Term One			
BSC	1086	Anatomy & Physiology II	3
BSC	1086L	Anatomy & Physiology II Lab	1
MCB	2010	Microbiology	3
MCB	2010L	Microbiology Lab	1
NUR	1023	Nursing I	4
NUR	1023L	Nursing I Clinical	3
NUR	1022L	Nursing I Skills Lab	1
NUR	1144	Introduction to Pharmacotherapeutics	2
		Total	**18**
Term Two			
ENC	1101	College Composition I	3
HLP	1083	Essentials of Wellness I (taken with NUR 1212)	1
HUN	1201	Elements of Nutrition	3
NUR	1212	Nursing II	7
NUR	1212L	Nursing II Clinical	4
NUR	1213L	Nursing II Skills Lab	1
		Total	**19**
Term Three			
HLP	1087	Essentials of Wellness II	1
NUR	2215	Nursing III	8
NUR	2215L	Nursing III Clinical	4
SYG	2000	Introduction to Sociology	3
		Total	**16**

Term Four

HLP	1088	Essentials of Wellness III	1
NUR	2712C	Nursing IV	5
NUR	2943L	Clinical Preceptorship	4
		Any course from Humanities - Area II	3
		Total	**13**

General Education requirements may be taken prior to entrance or during the summer.

Radiography (AS 2303)

LIMITED ACCESS

Radiologic technologists combine the high technology of medical imaging with their skills of patient care to create an X-ray image or radiograph. The program has a 24-month, competency-based curriculum that includes practical experience in local hospitals. Beginning each January, the program requires a full-time commitment between 8 a.m. and 4 p.m. daily. For more information, visit our Web site at: *www.pbcc.edu/eisweb/vshaver/contents.htm.*

This program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 900, Chicago IL 60606, phone (312) 704-5300, Web site *www.jrcert.org.*

Many programs have articulation agreements with other colleges and universities that allow students to transfer course or program credit into a four-year program. For information on articulation agreements in a course area, consult the department chair. All General Education requirement courses must be completed with a grade of C or higher to apply to A.S. degree programs.

SPECIAL ADMISSIONS REQUIREMENTS

The following criteria are established to be eligible to be placed in the selection pool. Meeting the criteria for selection does not guarantee admission to the Radiography Program. Final selection will be based on the applicant pool.

If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline
The applicant must complete and submit the Radiography Program application package by September 1 of each year in order to be eligible for consideration for selection into the program.

2. Standard High School Diploma or GED
Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

3. Transcripts
Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Palm Beach Gardens location.

4. Cumulative Grade Point Average
Cumulative grade point average must be at least 2.0 in all previous college work attempted.

5. Placement Test Scores
Placement test scores must meet minimum requirements for entrance into college-level English and math courses or required remediation must have been successfully completed. Completion (C or higher) of three college credits for math and for English courses may be used in lieu of placement scores.

6. Program Advisement
The program faculty conduct a mandatory open house advisement session.

7. Prerequisite: Hospital Observation
Each prospective student must document at least eight hours of observation in a radiology department.

Program Prerequisites

HSC	1000	Introduction to Health Care * (or high school tech prep)	(2)
HSC	1000L	Introduction to Health Care Lab *	(1)
BSC	1085	Anatomy & Physiology I	3
BSC	1085L	Anatomy & Physiology I Lab	1

Total Required Prerequisite Credits 7

**Credit for these courses is not counted toward 77 credits in program total.*

General Education Requirements

BSC	1086	Anatomy & Physiology II	3
BSC	1086L	Anatomy & Physiology II Lab	1
ENC	1101	College Composition I	3
MAC	1105	College Algebra	3
PSY	2012	General Psychology	3
		Any course from Humanities - Area II	3

Total Required General Education Credits 16

Required Courses

CGS	1570	Microcomputer Applications	3
RTE	1000	Introduction to Radiography	3
RTE	1401	Radiographic Imaging I	2
RTE	1401L	Radiographic Imaging I Lab	1
RTE	1503	Radiographic Procedures I	3
RTE	1503L	Radiographic Procedures I Lab	1
RTE	1513	Radiographic Procedures II	2
RTE	1513L	Radiographic Procedures II Lab	1
RTE	1804	Radiographic Clinical Education I	3
RTE	1814	Radiographic Clinical Education II	2
RTE	1457	Radiographic Imaging II	2
RTE	1457L	Radiographic Imaging II Lab	1
RTE	1523	Radiographic Procedures III	3
RTE	1523L	Radiographic Procedures III Lab	1
RTE	1824	Radiographic Clinical Education III	3
RTE	2533	Radiographic Procedures IV	3
RTE	2533L	Radiographic Procedures IV Lab	1
RTE	2613	Radiologic Physics	3
RTE	2834	Radiographic Clinical Education IV	3
RTE	2023	Pharmacology for Medical Imaging	3
RTE	2844	Radiographic Clinical Education V	2
RTE	2385	Radiobiology	3
RTE	2563	Advanced Medical Imaging	3
RTE	2473L	Radiography Seminar	2
RTE	2854	Radiographic Clinical Education VI	3

Total Required Course Credits 57
Total Program Hours 77

Suggested Course Sequence

Term One (Spring)

BSC	1086	Anatomy & Physiology II	3
BSC	1086L	Anatomy & Physiology II Lab	1
RTE	1000	Introduction to Radiography	3
RTE	1503	Radiographic Procedures I	3
RTE	1503L	Radiographic Procedures I Lab	1
RTE	1804	Radiographic Clinical Education I	3
		Total	**14**

Term Two (Summer A/B)

RTE	1401	Radiographic Imaging I	2
RTE	1401L	Radiographic Imaging I Lab	1
RTE	1513	Radiographic Procedures II	2
RTE	1513L	Radiographic Procedures II Lab	1
RTE	1814	Radiographic Clinical Education II	2
		Total	

Term Three (Fall)

MAC	1105	College Algebra	3
RTE	1457	Radiographic Imaging II	2
RTE	1457L	Radiographic Imaging II Lab	1
RTE	1523	Radiographic Procedures III	3
RTE	1523L	Radiographic Procedures III Lab	1
RTE	1824	Radiographic Clinical Education III	3
		Total	**13**

Term Four (Spring)

CGS	1570	Microcomputer Applications	3
ENC	1101	College Composition I	3
RTE	2533	Radiographic Procedures IV	3
RTE	2533L	Radiographic Procedures IV Lab	1
RTE	2613	Radiologic Physics	3
RTE	2834	Radiographic Clinical Education IV	3
		Total	**16**

Term Five (Summer A/B)

RTE	2385	Radiobiology	3
RTE	2563	Advanced Medical Imaging	3
RTE	2844	Radiographic Clinical Education V	2
		Total	**8**

Term Six (Fall)

PSY	2012	General Psychology	3
RTE	2023	Pharmacology for Medical Imaging	3
RTE	2473L	Radiography Seminar	3
RTE	2854	Radiographic Clinical Education VI	3
		Any course from Humanities - Area II	3
		Total	**14**

Respiratory Care (AS 2148)

LIMITED ACCESS

This accredited program is designed for the student who wants to be employed as a respiratory care practitioner. Earning the A.S. degree in respiratory care enables the student to sit for the National Board for Respiratory Care (NBRC) Registry Exam to become a Registered Respiratory Therapist (RRT). The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits programs in respiratory care education upon the recommendation of the Committee on Accreditation for Respiratory Care (CoARC) 1248 Harwood Road, Bedford, Texas 76021-4244, (800) 874-5615.

Program graduates may transfer into the baccalaureate degree program in cardiopulmonary sciences at University of Central Florida after the A.A. degree requirements have been met. See program director for details. All General Education requirement courses must be completed with a grade of C or higher to apply to A.A.S. and A.S. degree programs.

SPECIAL ADMISSIONS REQUIREMENTS

1. Special Application and Deadline(s):
A. Beginning Program Students: Attend mandatory group counseling session; complete program application prior to May deadline to be considered for eligibility in selection process.
B. Respiratory Care Technology Transfer Students: Arrange appointment with program director prior to application submission. Transcripts from college transferring from must be evaluated prior to placement consideration.
C. Other Transfer Students: Arrange appointment with program director prior to application submission. Advanced placement for previous experience and/or academic preparation may be considered. Competency testing may be required at the discretion of the Program Director for Advanced Placement or Transfer requests.

2. Standard High School Diploma or GED:
Proof of a standard high school diploma or a U.S. GED certificate must be submitted.

3. Transcripts:
Official transcripts of high school and all previous college work must be submitted to the Registrar's Office at the Palm Beach Gardens location.

4. Cumulative Grade Point Average (GPA):
Cumulative grade point average must be at least 2.0 on a scale of 4.0 in previous college work attempted. The student must have at least 12 or more semester hours of college in order to use college GPA; otherwise, high school GPA will be used.

5. Placement Test Score:
College Placement Test scores must meet minimum requirements for entrance into college level English, Math and Reading courses or required remediation must have been successfully completed. Successful completion (C or higher) of a minimum 3 college credits for College Algebra and College English may be used in lieu of placement scores for the selection eligibility. Placement scores must be less than two (2) years old.

6. Medical Exam:
Once accepted into the program, applicants must submit a completed Palm Beach Community College Allied Health Medical Examination Form documenting laboratory tests and immunizations completed by a Medical Doctor (MD), Doctor of Osteopathy (DO), Advanced Registered Nurse Practitioner (ARNP), or Physician Assistant (PA). All accepted applicants for this program are strongly encouraged to be currently immunized against Hepatitis B Virus (HBV). Documentation of completion of or refusal to obtain Hepatitis B vaccine must be provided upon entrance into the program.

7. Background Checks and Drug Screening:
Once accepted into the Program, applicants will be required to provide results of clear criminal background check and drug screening.

8. Program/Interview Counseling:
Mandatory group counseling sessions are scheduled throughout the year at various locations of PBCC. These sessions offer the student guidance through the application process.

9. Special Notes:
All professional courses (RET prefix) are taught in a sequence. Each RET course serves as the prerequisite for the subsequent course. Consequently, all professional courses must be taken in sequence. Failure to successfully complete a professional course with a grade of C or higher means the student may not advance to the next course in the program. The student may request to re-enter the program and take the course again at the next offering. Students wishing to repeat the course must request consideration in writing to the program director at least two months prior to the semester they wish to return. There is no guarantee of reinstatement to the program. Readmitted students may be required to repeat co-requisite courses even if a grade of C was earned in the previous attempt. This is necessary to ensure that the student is current in his/her skills. Students who voluntarily withdraw from the program either passing or failing have no guarantee for readmission. Students dismissed from a clinical affiliate due to patient safety issues may NOT be eligible for readmission.

RESPIRATORY CARE PROGRAM READMISSION PROCEDURE

Students wishing consideration of readmission must petition in writing to the department chair/program director at least two months prior to the semester they wish to return. The following procedure is required:

At the time the student does not successfully complete a sequenced course, the department chair/program director conducts an exit interview/counseling session with the student to document the reason(s) for leaving and develop an action plan for remediation.

Both the student and department chair/program director sign the Counseling/Action Plan Form and two copies are made—one copy for the student, the other placed in the student's records.

At least two months prior to the beginning of the semester in which the student wishes to re-enter, he/she must submit a request in writing to the department chair/program director. A copy of this letter is forwarded to the Registrar's Office.

Requests for readmission are heard by the Respiratory Care Business Partnership Council and scheduled as follows:

- Fall readmission considered at the June meeting
- Spring readmission considered at the December meeting
- Summer readmission considered at the March meeting

In reviewing and making recommendations on requests, the Council will take into consideration the following:

- Available space/resources in the program
- Reason(s) the student did not complete the course(s)
- Recommendations from program faculty
- Verification of good standing from the College registrar
- Steps the student has taken to remain current in his/her studies.

If medical conditions were involved, written verification of good health and the ability to function safely in clinical situations is required. The student is notified in writing of the decision.

Students are encouraged to complete as many General Education courses prior to entering the program. Completion of co-requisite course work with a C or higher prior to beginning the program earns the applicant points towards the selection criteria. Required courses to be completed prior to the program are HSC 1000/1000L Introduction to Health Occupations and Lab and BSC 1085/1085L Anatomy & Physiology I and Lab. Program graduates upon passing the NBRC examinations then apply for Florida state licensure to practice. Licensure in the state of Florida must meet Florida Department of Health, Board of Respiratory Care requirements. See program application packet for affidavit.

Program Prerequisites

BSC	1085	Anatomy & Physiology I	3
BSC	1085L	Anatomy & Physiology I Lab	1
HSC	1000	Introduction to Health Care *	(2)
HSC	1000L	Introduction to Health Care Lab *	(1)
Total Required Prerequisite Credits			**7**

**Credit for these courses is not counted toward 76 credits in program total.*

General Education Requirements

ARH	1000	Art Appreciation	
		- or -	
MUL	1010	Music Appreciation	
		- or -	
THE	1000	Theatre Appreciation	3
BSC	1086	Anatomy & Physiology II	3
BSC	1086L	Anatomy & Physiology II Lab	1
CHM	1015	Principles of Chemistry	3
ENC	1101	College Composition I	3
MAC	1105	College Algebra	3
MCB	2010	Microbiology	3
MCB	2010L	Microbiology Lab	1
SYG	2000	Introduction to Sociology	3
Total Required General Education Credits			**23**

Required Courses

PHY	1007	Physics for Allied Health Professions	3
RET	1272	Fundamentals of Respiratory Care I	9
RET	1272L	Fundamentals of Respiratory Care I Laboratory	3
RET	1273	Fundamentals of Respiratory Care II	6
RET	1273L	Fundamentals of Respiratory Care II Laboratory	2
RET	1874L	Respiratory Care Clinical Internship I	1
RET	1875L	Respiratory Care Clinical Internship II	3
RET	1876C	Respiratory Care Clinical Internship III	4
RET	2280C	Fundamentals of Respiratory Care Therapy III	7
RET	2534C	Fundamentals of Respiratory Care Therapy IV	7
RET	2877L	Respiratory Care Clinical Internship IV	2
RET	2878L	Respiratory Care Clinical Internship V	2
Total Required Course Credits			**49**
Total Program Hours			**76**

Suggested Completion Prior to Entry

CHM	1015	Principles of Chemistry	3
ENC	1101	College Composition I	3
MAC	1105	College Algebra	3
SYG	2000	Introduction to Sociology	3
		Total	**12**

Suggested Course Sequence

Term One

RET	1272	Fundamentals of Respiratory Care I	9
RET	1272L	Fundamentals of Respiratory Care I Laboratory	3
RET	1874L	Respiratory Care Clinical Internship I	1
		Total	**13**

Term Two

BSC	1086	Anatomy & Physiology II	3
BSC	1086L	Anatomy & Physiology II Lab	1
RET	1273	Fundamentals of Respiratory Care II	6
RET	1273L	Fundamentals of Respiratory Care II Laboratory	2
RET	1875L	Respiratory Care Clinical Internship II	3
		Total	**15**

Term Three

ARH	1000	Art Appreciation	
		- or -	
MUL	1010	Music Appreciation	
		- or -	
THE	1000	Theatre Appreciation	3
RET	1876C	Respiratory Care Clinical Internship III	4
		Total	**7**

Term Four

PHY	1007	Physics for Allied Health Professions	3
RET	2280C	Fundamentals of Respiratory Care Therapy III	7
RET	2877L	Respiratory Care Clinical Internship IV	2
		Total	**12**

Term Five

RET	2534C	Fundamentals of Respiratory Care Therapy IV	7
RET	2878L	Respiratory Care Clinical Internship V	2
		Total	**9**

**If suggested entry coursework not completed, those courses may be taken at any time during the program.*

Emergency Medical Technician (EMT-B) (ATD B217)

LIMITED ACCESS

This program is designed to prepare the student for the Florida State Board Examination for Emergency Medical Technician-Basic. Classroom study and clinical work equip the student with the skills in patient assessment, cardiopulmonary resuscitation (CPR), oxygen therapy, shock prevention, bandaging, splinting, spinal immobilization and vehicle extrication that are necessary for a career in out-of-hospital emergency medicine.

SPECIAL ADMISSIONS REQUIREMENTS

Special admission requirements are associated with this program.

EMS	1119	Emergency Medical Technician Basic	6
EMS	1119L	Emergency Medical Technician Basic Laboratory	3
EMS	1431	Emergency Medical Technician Basic Hospital and Field Experience	2
Total Required Course Credits			**11**

Medical Coder Specialist (ATD B526)

This program is designed to prepare the student for employment as a medical coder. Medical coders assign codes to each diagnosis and procedure documented in a patient's medical record. The program content includes medical terminology, medical office technology, health care delivery systems, health information services, coding skills and employability issues.

Required Courses

HSC	0003	Health Care Concepts	78
OST	0100	Introduction to Keyboarding/Word Processing	60
PRN	0022	Body Structure and Function	69
MEA	0230	Medical Terminology for Body Systems	95
OTA	0421	Introduction to Office Operations	90
HIM	0280	Fundamentals of Medical Coding	75
OTA	0131	Building Speed and Accuracy	60
HIM	0220	Medical Coding I	160
HIM	0270	Insurance Billing & Claims	60
HIM	0281	Medical Coding II	180
HIM	0217	Health Information Management	60
Total Program Hours			**987**

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 11; English: 11; Mathematics: 10

Medical Transcription (ATD B525)

This program is designed to prepare the student for employment as a medical record transcriber. Medical record transcribers electronically transcribe physician dictation for a patient's medical history. The program content includes medical terminology, medical office technology, health care delivery systems, health information services, transcription skills and employability issues.

Required Courses

HSC	0003	Health Care Concepts	78
OST	0100	Introduction to Keyboarding/Word Processing	60
PRN	0022	Body Structure and Function	69
MEA	0230	Medical Terminology for Body Systems	95
OTA	0421	Introduction to Office Operations	90
OTA	0131	Building Speed and Accuracy	60
HIM	0030	Fundamentals of Medical Transcription	90
HIM	0031	Medical Transcription I	240
HIM	0280	Fundamentals of Medical Coding	75
HIM	0032	Medical Transcription II	240
HIM	0217	Health Information Management	60
Total Program Hours			**1157**

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 11; English: 11; Mathematics: 10

Cardiovascular Intervention Technology (ATC 4320)

This curriculum is offered to the Radiologic Technologist licensed by the American Registry of Radiologic Technologists (ARRT). This coursework is offered for the technologist who desires to become proficient in the advanced modality of Cardiovascular Intervention Technology (CVIT) and in preparation for the Advanced Registry offered by the ARRT in CVIT. An Advanced Technical Certificate (ATC) in Cardiovascular Intervention is awarded to the student who holds a two-year degree from an accredited college or university and completes a minimum of 9 credit hours from the courses listed below.

SPECIAL ADMISSIONS REQUIREMENTS

These courses are available to any active, current RT in good standing with the American Registry of Radiologic Technologists (ARRT). Please refer to course descriptions for any pre-requisite requirements. All courses must be completed with a grade of C or better to be awarded an Advanced Technical Certificate.

Required Courses (Both must be taken.)

RTE	2582	Cardiovascular Intervention Technology I	3
RTE	2583	Cardiovascular Intervention Technology II	3
Total Required Course Credits			**6**

Electives (Choose one of the following.)

RTE	2130	Pharmacology for Medical Imaging	3
RTE	2583L	Cardiovascular Intervention Technology Clinical Education	3
RTE	2785	Advanced Pathophysiology for Medical Imaging	3
Total Required Elective Credits			**3**
Total Program Hours			**9**

Cardiovascular Nursing (ATC 4316)

This curriculum is offered to licensed registered nurses (RNs) who require additional coursework to become employed in a (monitored) cardiovascular care area. An Advanced Technical Certificate (ATC) in Cardiovascular Nursing is awarded to the student who completes a minimum of 12 credit hours in any combination of the courses listed below.

SPECIAL ADMISSIONS REQUIREMENTS

These courses are available to any RN who desires a broader knowledge base in this specialty area. Applicants for this program must hold a current RN license. All courses must be completed with a grade of C or better to apply for ATC completion. Refer to course descriptions for prerequisites of courses listed below.

Required Courses (Both must be taken.)

NUR	2294C	Cardiovascular Nursing	6
NUR	2948L	Cardiovascular Nursing Preceptorship	2
Total Required Course Credits			**8**

Electives (Choose at least 4 credit hours.)

NUR	2042	Overcoming Communication Barriers with the Hispanic Patient	1
NUR	2062	Physical Assessment of the Neurological System	1
NUR	2144	Pharmacotherapeutics of the Critically Ill Adult	2
NUR	2171	Introduction to Complementary and Alternative Medicine	2
NUR	2172	Harnessing Energy for Healing	2
NUR	2296	Physical Assessment of Advanced Concepts of Arrhythmia Interpretation	2
NUR	2297	Clinical Integration of Basic Electrocardiography for Nurses	3
NUR	2298	Pharmacology for ACLS	2
NUR	2791	Antibiotic and Anti-infective Therapy	2
NUR	2794	Clinical Assessment of Oxygenation and Acid-Base Status	2
NUR	2797	Clinical Integration of Mechanical Ventilation	2
NUR	2798	Intensive Care of the Cardiac Surgery Patient	2
NUR	2935	Clinical Application of 12 Lead Electrocardiography	3
NUR	2990	Physical Examination and History Taking of the Adult-Part I	3
Total Required Elective Credits			**4**
Total Program Hours			**12**

Community Home Health Nursing (ATC 4319)

This curriculum is offered to licensed RNs who require additional coursework to become employed in a home health care specialty area. An Advanced Technical Certificate (ATC) in Community Home Health Care Nursing is awarded to the student who completes a minimum of 16 credit hours in any combination of the courses listed below.

SPECIAL ADMISSIONS REQUIREMENTS

These courses are available to any RN who desires a broader knowledge base in this specialty area. All applicants for this program must hold a current RN license. All courses must be completed with a grade of C or better to apply for ATC completion. Refer to course descriptions for prerequisites of courses listed below.

Required Courses (Choose at least two.)

NUR	2252	Community/Home Health Nursing: Standards & Regulations	4
NUR	2690	Community/Home Health Nursing: Documentation	4
NUR	2691	Community/Home Health Nursing: Case Management	4
Total Required Course Credits			**8 to 12**

Electives

NUR	2042	Overcoming Communication Barriers with the Hispanic Patient	1
NUR	2062	Physical Assessment of the Neurological System	1
NUR	2091	Advanced Principles of I.V. Therapy	1
NUR	2171	Introduction to Complementary and Alternative Medicine	2
NUR	2172	Harnessing Energy for Healing	2
NUR	2191	Cardio-Pulmonary Pharmacotherapeutics	2
NUR	2241	Medical-Surgical Nursing	6
NUR	2296	Physical Assessment of Advanced Concepts of Arrhythmia Interpretation	2

NUR	2297	Clinical Integration of Basic Electrocardiography for Nurses	3
NUR	2791	Antibiotic and Anti-infective Therapy	2
NUR	2793	Nursing Process Applied to Basic Principles of Intravenous Therapy	2
NUR	2794	Clinical Assessment of Oxygenation and Acid-Base Status	2
NUR	2797	Clinical Integration of Mechanical Ventilation	2
NUR	2934L	Clinical Preceptorship in Intravenous Therapy	1
NUR	2935	Clinical Application of 12 Lead Electrocardiography	3
NUR	2990	Physical Examination and History Taking of the Adult-Part I	3
Total Required Elective Credits			**4 or 8**
Total Program Hours			**16**

Computed Tomography (ATC 4321)

This curriculum is offered to the Radiologic Technologist licensed by the American Registry of Radiologic Technologists (ARRT). This coursework is offered for the technologist who desires to become proficient in the advanced modality of Computed Tomography (CT) and in preparation for the Advanced Registry offered by the ARRT in CT. An Advanced Technical Certificate (ATC) in Computed Tomgraphy is awarded to the student who holds a two-year degree from an accredited college or university and completes a minimum of 9 credit hours from the courses listed below.

SPECIAL ADMISSIONS REQUIREMENTS

These courses are available to any active, current RT in good standing with the American Registry of Radiologic Technologists (ARRT). Please refer to course descriptions for any pre-requisite requirements. All courses must be completed with a grade of C or better to be awarded an Advanced Technical Certificate.

Required Courses (Both must be taken.)

RTE	2571	Computed Tomograhpy I	3
RTE	2572	Computed Tomography II	3
Total Required Course Credits			**6**

Electives (Choose one of the following.)

RTE	2130	Pharmacology for Medical Imaging	3
RTE	2571L	Computed Tomography Clinical Education	3
RTE	2785	Advanced Pathophysiology for Medical Imaging	3
Total Required Elective Credits			**3**
Total Program Hours			**9**

Critical Care Nursing (ATC 4315)

This curriculum is offered to licensed RNs who require additional coursework to become employed in a critical care specialty area. An Advanced Technical Certificate (ATC) in Critical Care Nursing is awarded to the student who completes a minimum of 12 credit hours in any combination of the courses listed below.

SPECIAL ADMISSIONS REQUIREMENTS

These courses are available to any RN who desires a broader knowledge base in this specialty area. Applicants to this program must hold a current RN license. All courses must be completed with a grade of C or better to apply for ATC completion. Refer to course descriptions for prerequisites of courses listed below.

Required Courses (Choose at least one.)

NUR	2274	Emergency/Trauma Nursing	6
NUR	2291C	Critical Care Nursing (must also take NUR 2944L to complete ATC)	6
NUR	2944L	Critical Care Nursing Preceptorship	2
NUR	2392	Pediatric Intensive Care Nursing	6
Total Required Course Credits			**6 or 8**

Electives

NUR	2042	Overcoming Communication Barriers with the Hispanic Patient	1
NUR	2062	Physical Assessment of the Neurological System	1
NUR	2144	Pharmacotherapeutics of the Critically Ill Adult	2
NUR	2171	Introduction to Complementary and Alternative Medicine	2
NUR	2172	Harnessing Energy for Healing	2
NUR	2296	Physical Assessment of Advanced Concepts of Arrhythmia Interpretation	2
NUR	2297	Clinical Integration of Basic Electrocardiography for Nurses	3
NUR	2298	Pharmacology for ACLS	2
NUR	2791	Antibiotic and Anti-infective Therapy	2
NUR	2794	Clinical Assessment of Oxygenation and Acid-Base Status	2
NUR	2797	Clinical Integration of Mechanical Ventilation	2
NUR	2798	Intensive Care of the Cardiac Surgery Patient	2
NUR	2935	Clinical Application of 12 Lead Electrocardiography	3
NUR	2990	Physical Examination and History Taking of the Adult-Part I	3
Total Required Elective Credits			**4 or 6**
Total Program Hours			**12**

Magnetic Resonance Imaging (ATC 4322)

This curriculum is offered to the Radiologic Technologist licensed by the American Registry of Radiologic Technologists (ARRT). This coursework is offered for the technologist who desires to become proficient in the advanced modality of Magnetic resonance Imaging (MRI) and in preparation for the Advanced Registry offered by the ARRT in MRI. An Advanced Technical Certificate (ATC) in Magnetic Resonance Imaging is awarded to the student who holds a two-year degree from an accredited college or university and completes a minimum of 9 credit hours from the courses listed below.

SPECIAL ADMISSIONS REQUIREMENTS

These courses are available to any active, current RT in good standing with the American Registry of Radiologic Technologists (ARRT). Please refer to course descriptions for any pre-requisite requirements. All courses must be completed with a grade of C or better to be awarded an Advanced Technical Certificate.

Required Courses (Both must be taken.)

RTE	2575	Magnetic Resonance Imaging I	3
RTE	2576	Magnetic Resonance Imaging II	3
Total Required Course Credits			**6**

Electives (Choose one of the following.)

RTE	2130	Pharmacology for Medical Imaging	3
RTE	2576L	Magnetic Resonance Imaging Clinical Education	3
RTE	2785	Advanced Pathophysiology for Medical Imaging	3
Total Required Elective Credits			**3**
Total Program Hours			**9**

Medical Surgical Nursing (ATC 4318)

This curriculum is offered to licensed RNs who require additional coursework to become employed in a medical surgical area. An Advanced Technical Certificate (ATC) in Medical Surgical Nursing is awarded to the student who completes a minimum of 12 credit hours in any combination of the courses listed below.

SPECIAL ADMISSIONS REQUIREMENTS

These courses are available to any RN who desires a broader knowledge base in this specialty area. Applicants for this program must hold a current RN license. All courses must be completed with a grade of C or better to apply for ATC completion. Refer to course descriptions for prerequisites of courses listed below.

Required Courses (Choose at least one.)

NUR	2241	Medical-Surgical Nursing	6
NUR	2241	RN Re-entry Course (lecture component)	6
NUR	2942L	RN Clinical Preceptorship (NUR 2241 and NUR 2942 must be taken to complete RN Re-entry Course.)	4
Total Required Course Credits			**6 or 10**

Electives

NUR	2042	Overcoming Communication Barriers with the Hispanic Patient	1
NUR	2062	Physical Assessment of the Neurological System	1
NUR	2091	Advanced Principles of Intravenous Therapy	1
NUR	2171	Introduction to Complementary and Alternative Medicine	2
NUR	2172	Harnessing Energy for Healing	2
NUR	2191	Cardio-Pulmonary Pharmacotherapeutics	2
NUR	2296	Physical Assessment of Advanced Concepts of Arrhythmia Interpretation	2
NUR	2297	Clinical Integration of Basic Electrocardiography for Nurses	3
NUR	2298	Pharmacology for ACLS	2
NUR	2791	Antibiotic and Anti-infective Therapy	2
NUR	2793	Nursing Process Applied to Basic Principles of Intravenous Therapy	2
NUR	2794	Clinical Assessment of Oxygenation and Acid-Base Status	2
NUR	2934L	Clinical Preceptorship in Intravenous Therapy	1
NUR	2935	Clinical Application of 12 Lead Electrocardiography	3
NUR	2942L	RN Clinical Preceptorship	4
NUR	2990	Physical Examination and History Taking of the Adult-Part I	3
Total Required Elective Credits			**2 or 6**
Total Program Hours			**12**

Perioperative Nursing (ATC 4317)

This curriculum is offered to licensed RNs who require additional coursework to become employed in a perioperative specialty area. An Advanced Technical Certificate (ATC) in Perioperative Nursing is awarded to the student who completes a minimum of 12 credit hours in any combination of the courses listed below.

SPECIAL ADMISSIONS REQUIREMENTS

These courses are available to any RN who desires a broader knowledge base in this specialty area. Applicants to this program must hold a current RN license. All courses must be completed with a grade of C or better to apply for ATC completion. Refer to course descriptions for prerequisites of courses listed below.

Required Courses (Choose at least one.)

NUR	2293C	Perioperative Nursing	6
NUR	2790	Registered Nurse First Assistant (lecture component)	3
NUR	2790L	Registered Nurse First Assistant (clinical component)(NUR 2790 & NUR 2790L must be taken together)	3
Total Required Course Credits			**6**

Electives

NUR	2042	Overcoming Communication Barriers with the Hispanic Patient	1
NUR	2062	Physical Assessment of the Neurological System	1
NUR	2091	Advanced Principles of I.V. Therapy	1
NUR	2144	Pharmacotherapeutics of the Critically Ill Adult	2
NUR	2191	Cardio-Pulmonary Pharmacotherapeutics	2
NUR	2296	Physical Assessment of Advanced Concepts of Arrhythmia Interpretation	2
NUR	2297	Clinical Integration of Basic Electrocardiography for Nurses	3
NUR	2298	Pharmacology for ACLS	2
NUR	2791	Antibiotic and Anti-infective Therapy	2
NUR	2793	Nursing Process Applied to Basic Principles of Intravenous Therapy	2
NUR	2794	Clinical Assessment of Oxygenation and Acid-Base Status	2
NUR	2797	Clinical Integration of Mechanical Ventilation	2
NUR	2798	Intensive Care of the Cardiac Surgery Patient	2
NUR	2934L	Clinical Preceptorship in Intravenous Therapy	1
NUR	2935	Clinical Application of 12 Lead Electrocardiography	3
NUR	2990	Physical Examination and History Taking of the Adult-Part I	3
Total Required Elective Credits			**6**
Total Program Hours			**12**

Paramedic (PSVC 6450)

LIMITED ACCESS

This certificate program is offered for individuals who wish to complete the core curriculum and be eligible for certification by the state of Florida to practice as a paramedic. The course content includes lecture, skills lab and clinical/fire rescue rotations as outlined in the core requirements of the Emergency Medical Services A.S. degree program.

SPECIAL ADMISSIONS REQUIREMENTS

Special admission requirements are associated with this program that include documentation of Florida EMT certification.

COURSE #		TITLE	HOURS
EMS	2620C	Paramedic I	11
EMS	2621C	Paramedic II	11
EMS	2622C	Paramedic III	8
EMS	2659	Paramedic Field Internship	4
EMS	2664	Paramedic Clinical I	4
EMS	2665	Paramedic Clinical II	4
Total Required Credits			**42**

Accounting Operations (PSAV 5044)

This program prepares the student for entry-level accounting employment. It provides training for persons previously or currently employed from beginning applications of accounting principles and practices through the full accounting cycle. Manual and automated systems are taught, including commonly used accounting software.

Required Courses

COURSE #		TITLE	CLOCK HOURS
Group A			
OST	0100	Introduction to Keyboarding/Word Processing	60
OTA	0421	Introduction to Office Operations	90
Group B			
OTA	0131	Building Speed and Accuracy	60
OTA	0423	Business Office Operations	90
Group C			
ACO	0601	The Accounting Environment I	100
ACO	0101	Beginning Bookkeeping	200
Group D			
ACO	0102	Advanced Bookkeeping	200
ACO	0949	Accounting Externship	
		– or –	
ACO	0605	The Accounting Environment II	100
Total Program Hours			**900**

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 9

Administrative Assistant (PSAV 5519)

This program is designed to prepare the student for employment as an administrative assistant. Program content includes the development of communication, critical thinking and decision-making skills; the performance of office procedures; the production of quality work in an efficient manner using advanced features of business software applications; research of job opportunities and the production of an employment portfolio.

Required Courses

COURSE #		TITLE	CLOCK HOURS
Group A			
OST	0100	Introduction to Keyboarding/Word Processing	60
OTA	0421	Introduction to Office Operations	90
Group B			
OTA	0131	Building Speed and Accuracy	60
OTA	0423	Business Office Operations	90
Group C			
OCA	0501	Business Software Applications	150
OTA	0438	Administrative Office Procedures	150
Group D			
OCA	0502	Advanced Business Software Applications	175
OTA	0432	Advanced Administrative Office Procedures	175
OTA	0940	Administrative Assistant Externship	
		– or –	
OTA	0941	Administrative Assistant Office Simulation	100
Total Program Hours			**1050**

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 10; English: 10; Mathematics: 10

Apprenticeship Programs

Apprenticeship is a combination of on-the-job training and related classroom instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Programs are sponsored by apprenticeship organizations in partnership with PBCC. Students work during the day and attend classes two nights a week during the academic year. Classes are held at various locations in central Palm Beach County. Programs require from three to five years to complete. Successful completers are awarded Journey Level credentials, which are nationally recognized.

Apprentices are enrolled at PBCC in PSAV Career Certificate Programs. Prospective students apply directly to the apprenticeship organization. Full-time employment with a participating sponsor is required of apprenticeship students.

Apprenticeships are available in:

PROGRAM #	APPRENTICESHIP PROGRAM	TOTAL YEARS
5254	Brick & Block Masonry Apprentice	3
5255	Carpentry Apprentice	4
5170	Electrical Apprentice	4
5257	Electrical Apprentice	5
5265	Fire Sprinkler Apprentice	4
5266	HVAC Tech Apprentice	4
5256	HVAC Tech Apprentice	5
5259	Painter Apprentice	4
5260	Pipefitting Apprentice	5
5261	Plasterer Apprentice	3
5174	Plumbing Apprentice	4
5262	Plumbing Apprentice	5
5263	Sheet Metal Fabric Apprentice	4
5258	Structural Steel Apprentice	4
5264	Tilesetter Apprentice	3

Call (561) 868-3541 for additional information regarding apprenticeship opportunities.

Architectural Drafting (PSAV 5208)

This program is designed to prepare the student for employment as an architectural drafter. Architectural drafters draw architectural and structural features of buildings and other structures. They may specialize by the type of structure, such as residential or commercial, or by material used, such as reinforced concrete, masonry, steel or timber. The course content includes blueprint reader, drafting assistant, architectural detailer, CAD drafter and drafter/architectural.

Required Courses

COURSE #	TITLE	CLOCK HOURS
Group A		
ETD 0071	Blueprint Reading	150
Group B		
ETD 0073	Drafting I	450
Group C		
ETD 0530	Architectural Drafting I	200
Group D		
ETD 0531	Architectural CAD Drafting	550
Group E		
ETD 0532	Architectural Drafting II	550
Total Program Hours		**1900**

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 10

Automotive Body Repair (PSAV 5461)

This program is designed to prepare the student for employment as automotive body, related repairers and automobile body repairers.

The course content will include the following: basic trade skills; refinishing skills; sheet metal repair skills; frame and unibody squaring and aligning; use of fillers; paint systems and undercoats; related welding skills; related mechanical skills; trim-hardware maintenance; glass servicing and other miscellaneous repairs.

Shop or laboratory activities are an integral part of this program. These activities provide instruction in the use of tools, equipment, materials and processes found in the industry. Students are also instructed in the following: use of hand and power tools; panel repairs; use of spray equipment; use of frame and alignment equipment; application of body fillers; paint systems; use of shop materials; glass replacement and use of oxyacetylene and plastic welders.

Required Courses

COURSE #	TITLE	CLOCK HOURS
Group A		
ARR 0011	Introduction to Automotive Safety And Repair	50
ARR 0101	Introduction to Automotive Collision Repair and, Refinishing I	175
ARR 0102	Introduction to Automotive Collision Repair and Refinishing II	175
ARR 0960	Employability and Entrepreneurship	40
ARR 0962	Applied Academics	60
Group B		
ARR 0020	Automotive Collision Estimating	100
Group C		
ARR 0313	Automotive Frame and Body Repair	150
Group D		
ARR 0121	Automotive Refinishing I	175
ARR 0122	Automotive Refinishing II	150
Group E		
ARR 0241	Automotive Body Repair I	175
ARR 0242	Automotive Body Repair II	150
Total Program Hours		**1400**

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 9

Automotive Detail (PSAV 5462)

This program is designed to prepare the student for employment as an automobile detailer. Shop or laboratory activities are an integral part of this program and provide instruction in the use of hand and power tools, interior and exterior cleaning of vehicles, fabric and vinyl repairs, cleaning and preservation of vehicle paint surfaces and application of pinstripes and window tint.

This curriculum is under development. For more information, visit the Workforce Development Web site: *www.pbcc.edu/workforce/index.htm.*

Total Program Hours **450**

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 9

Automotive Mechanics (PSAV 5463)

This program is designed to prepare the student for employment and/or specialized training in the automotive industry. The Automotive Service Technology Program provides for instruction in eight areas of automobile specialization. Competencies to exit for employment are established by the Automotive Industries for Industry Training Standards.

Shop or laboratory activities are an integral part of the Automotive Technologies program. These activities provide instruction in the use of automotive service equipment, tools, materials and processes found in the automotive service industry.

Required Courses

COURSE #	TITLE	CLOCK HOURS
Group A		
AER 0006	Introduction to Automotive Services	135
Group B		
AER 0306	Automotive Systems Repair and Maintenance I	150
AER 0307	Automotive Systems Repair and Maintenance II	135
Group C		
AER 0110	Automotive Engine Repair	135
Group D		
AER 0250	Automotive Automatic Transmissions and Transaxles	185
Group E		
AER 0270	Automotive Manual Transmissions and Transaxles	135
Group F		
AER 0450	Automotive Steering and Suspension	135
Group G		
AER 0411	Automotive Brake Systems	135
Group H		
AER 0315	Automotive Electrical and Electronic Systems I	135
AER 0316	Automotive Electrical and Electronic Systems II	100
Group I		
AER 0171	Automotive Heating and Air Conditioning	135
Group J		
AER 0344	Automotive Engine Performance I	150
AER 0345	Automotive Engine Performance II	135
Total Program Hours		**1800**

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic pEducation): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 10

Carpentry (PSAV 5464)

This program is designed to prepare the student for employment in the cabinetmaking industry. Classroom, shop and laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials and processes found in the industry.

This program is a planned sequence of instruction consisting of one common core course plus seven instructional areas. The recommended sequence allows students to complete specified portions of the program for employment or to remain for advanced training.

This curriculum is under development. For more information, visit the Workforce Development Web site: *www.pbcc.edu/workforce/index.htm* .

Total Program Hours **1200**

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 9

Child Care (PSAV 5348)

The Child Care program consists of two certifications: the 40-hour Child Care Certification and the Child Development Associate (CDA) Certification.

40-HOUR CHILD CARE CERTIFICATION

This course fulfills the 30 and the 10-hour requirements for child care worker certification necessary for employment in a licensed childcare facility. The course content includes local rules and regulations, child abuse and neglect, health, safety and nutrition, child growth and development, behavioral observation and screening and developmentally appropriate practices for young children. Upon successful completion, the Department of Children and Families 40-Hour Certificate is awarded.

Required Courses

COURSE #	TITLE	CLOCK HOURS
HEV 0104	40-Hour Child Care Certification	40
	Total Hours	**40**

CHILD DEVELOPMENT ASSOCIATE (CDA)

The CDA program prepares students who work with children from birth through age five for the National CDA Credential. Upon successful completion of 120 hours of formal instruction in the six competency goals, a two-hour observation and by meeting all the PBCC requirements, a CDA Florida Equivalency Certificate is awarded.

Required Courses

COURSE #	TITLE	CLOCK HOURS
HEV 0150	Child Development Associate Module I	40
HEV 0151	Child Development Associate Module II	40
HEV 0152	Child Development Associate Module III	40
HEV 0160	CDA Observation	2
	Total Hours	**122**

Students who have earned a CDA from Palm Beach Community College can receive credits toward an associate in science degree in Child Development and Education. Please consult a college advisor regarding the process of receiving such credits.

Commercial Art (PSAV 5017)

This program is designed to prepare the student for employment as an artist, illustrator or commercial designer. The course content includes basic art skills; lettering skills; preparation of layouts and illustrations; preparation of camera-ready paste-up; and development of specialized skills. It also includes training in communication, leadership, human relations and employability skills; and safe and efficient work practices. Laboratory activities are an integral part of this program. These activities provide instruction in the use of tools, equipment, materials and processes found in the industry.

Required Courses

COURSE #		TITLE	CLOCK HOURS
Group A			
GRA	0010	Basic Computer Operations for Commercial Art	70
GRA	0081	Technical Writing for Commercial Art	50
GRA	0071	CorelDraw	125
GRA	0082	Copy Editing	125
GRA	0085	Internet Basics for Commercial Art	30
GRA	0083	Business Mathematics for Commercial Art	50
Group B			
GRA	0087	Basic Macintosh Troubleshooting Skills for Commercial Art	70
GRA	0089	Color Theory for Commercial Art	30
GRA	0075	Photoshop for Commercial Art	70
GRA	0465	Digital Illustration	70
GRA	0073	QuarkXPress for Commercial Art	70
GRA	0011	Preflight	70
GRA	0086	Advanced Internet Skills for Commercial Art	70
Group C			
GRA	0070	History of Graphic Design	30
GRA	0461	Illustration	70
GRA	0052	Silkscreening	60
GRA	0053	Vinyl Signmaking	60
GRA	0088	Web Design for Commercial Art	50
GRA	0064	Marketing for the Freelance Artist	30
Group D			
GRA	0040	Print History and Formats	20
GRA	0412	Photography for Commercial Art	93
GRA	0043	Graphic Reproduction	92
GRA	0061	Project Management	20
GRA	0062	Art Marketing	60
GRA	0063	Professional Development for Commercial Art	15
Total Program Hours			**1500**

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 9

Commercial Heating and Air Conditioning Technology (PSAV 5267)

This program is designed to prepare the student for employment in the heating, air-conditioning and refrigeration industry. The program focuses on broad, transferable skills, stresses the understanding of all aspects of the heating, air-conditioning and refrigeration industry and demonstrates elements of the industry such as management, finance, technical and production skills and the underlying principles of technology, labor issues, health, safety and environmental issues.

Shop or laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures and in the care of tools, equipment, materials and processes found in the industry.

Required Courses

COURSE #		TITLE	CLOCK HOURS
Group A			
ACR	0021	Introduction to Heating, Air Conditioning and Refrigeration	60
ACR	0060	Physical Principles of Heating, Air Conditioning and Refrigeration	90
ACR	0015	Tools and Piping for Heating, Air Conditioning and Refrigeration	60
ACR	0070	Employability Skills for Heating, Air Conditioning and Refrigeration	40
Group B			
ACR	0100	Basic Electricity for Heating, Air Conditioning and Refrigeration	90
ACR	0112	Assist Installation of Residential Heating and Air Conditioning Systems	160
Group C			
ACR	0104	Basic Electronics for Heating, Air Conditioning and Refrigeration	90
ACR	0200	Mechanical Refrigeration Service & Refrigerant Recovery	60
ACR	0401	Indoor Air Quality for Air Conditioning	60
ACR	0525	Installation & Repair of Residential Heating, Air Conditioning, & Refrigeration Systems	230
ACR	0600	Heating Service & Troubleshooting	60
Group D			
ACR	0065	Heat Load Calculations for Commercial Heating, Air Conditioning and Refrigeration	60
ACR	0214	Mechanical Components of Commercial Heating, Air Conditioning and Refrigeration	90
ACR	0306	Electrical Components & Controls of Commercial Heating, Air Conditioning, and Refrigeration	60
ACR	0509	Maintain and Repair Commercial Heating and Air Condition Systems	140
Total Program Hours			**1350**

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 10

Commercial Vehicle Driving

This program is designed to prepare the student for licensing as a commercial vehicle driver. Two tracks are available - Tractor Trailer Commercial Driver License (CDL) and Truck and Bus Commercial Driver License (CDL). They are taught by an authorized agency contracted by PBCC.

TRACTOR TRAILER CDL CLASS A (PSAV 5206)

Required Courses

COURSE #		TITLE	CLOCK HOURS
CDO	0100	Tractor Trailer Driver Training (CDL A)	160

TRUCK AND BUS CDL CLASS B (PSAV 5207)

COURSE #		TITLE	CLOCK HOURS
CDO	0200	Truck and Bus Driver Training (CDL B)	120

Computer Support Specialist (PSAV 5520)

This program is designed to prepare the student for employment as a software support help desk personnel or PC support specialist. Program content includes software applications and operating systems including the use of advanced software/system features and programs; electronic communication via the Internet; Web page components; computer networking and network administration; the interrelationships among major components of networks; hardware and software selection and installation; integration techniques to enhance projects; and preventative hardware maintenance.

Required Courses

COURSE #		TITLE	CLOCK HOURS
Group A			
OST	0100	Introduction to Keyboarding/Word Processing	60
OTA	0421	Introduction to Office Operations	90
Group B			
OTA	0131	Building Speed and Accuracy	60
OTA	0423	Business Office Operations	90
Group C			
CGS	0100	Software Applications I	200
CGS	0260	Hardware/Network Concepts I	100
Group D			
CGS	0101	Software Applications II	200
CGS	0263	Hardware/Network Concepts II	
		- or -	
CGS	0949	PC Support Specialist Externship	100
Total Program Hours			**900**

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 9

Cosmetology (PSAV 5357)

The purpose of this program is to prepare students for employment as licensed cosmetologists. Instruction is designed to prepare students to successfully pass the Florida Cosmetology License examination.

Required Courses

COURSE #		TITLE	CLOCK HOURS
COS	0200	Cosmetology 1 – Introduction	120
COS	0301	Cosmetology 2 – Haircutting	120
COS	0400	Cosmetology 3 – Styling	120
COS	0600	Cosmetology 5 – Chemicals	120
COS	0700	Cosmetology 6 – Haircolor	120
COS	0870	Cosmetology 4 – Salon Management	120
CSP	0240	Facials	120
CSP	0010	Manicuring, Pedicuring & Nail Extensions	120
CSP	0011	Salon Practice Lab 2	120
CSP	0300	Salon Practice Lab 1	120
Total Program Hours			**1200**

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 8; Mathematics: 8

Criminal Justice Academies

LIMITED ACCESS

The Criminal Justice Institute (CJI) is a limited access program governed by PBCC and its Board of Trustees, Region XII Criminal Justice Training Council and the Florida Criminal Justice Standards and Training Commission. Two tracks are available: the Corrections Officer Track, which provides eligibility for certification as a Florida corrections officer, and the Basic Standard Police Track, which provides eligibility for certification as a Florida law enforcement officer.

SPECIAL ADMISSIONS REQUIREMENTS

All candidates entering the program must have proof of a standard high school diploma or U.S. GED and are required to complete the Assessment Center Testing through PBCC or enter under the auspices of a Palm Beach County law enforcement agency. Additionally, they must complete a PBCC application as well as achieve a 12.9 on the Test of Adult Basic Education (TABE), and successfully pass a fitness agility and ability test, a medical examination, a complete drug screen, and a criminal background investigation that includes a military, credit, employment and education check. All candidates will be required to successfully pass a psychological exam and polygraph exam.

Successful candidates will be accepted into the academy program. For information on testing or academy beginning dates, call (561)868-3398.

MEETING WITH RULES AND REGULATIONS

Students registering in the Police, Corrections or Crossover Academy must meet and abide by the rules and regulations of the Criminal Justice Institute, PBCC. These rules are provided in the Academy Rules and Regulations. Further, students are also subject to the rules and regulations of the Criminal Justice Standards and Training (CJST), Florida Department of Law Enforcement.

MODULAR EXAMINATION FAILURE

Failure of any modular examination in academy training will entitle the student recruit to one re-test (not the same test) which must be taken before the academy ends. Failure of the re-test will result in the student repeating the module. Failure of any three-module exams will result in the student being dismissed from the program.

STATEWIDE EXAMINATION AND FAILURE

At the completion of academy training, the applicant must file with CJST to take the statewide certification examination. There is a $50 fee for filing. The test will be developed and administered by CJST. Re-testing must be completed within three months and a total of three re-tests will be permitted. Failure of the third re-test will necessitate repeating the complete academy training program.

ACADEMIC DISHONESTY

The definition of academic dishonesty is set forth in the Recruit Handbook. The CJI policy for a student found guilty of a academic dishonesty in any academy or statewide examination will be immediate dismissal from the course(s) and program. The Region XII policy is that there will be no appeal from such dismissal via the College administration.

CORRECTIONS OFFICER TRACK (PSAV 5601)

The program provides for eligibility for certification as a corrections officer in the state of Florida when all academy courses have been successfully completed. Certification requires passing of state of Florida licensing examination and hiring by an agency. Applicants must comply with all requirements of Florida Statute 943.13 prior to academy enrollment. Portions of this program apply to the Criminal Justice associate in science degree.

Required Courses

COURSE #		TITLE	CREDIT HOURS/ VOC CREDITS
CJD	0256	Criminal Justice Medical First Responder	0/1
CJD	0704	Criminal Justice Defensive Tactics	0/2
CJD	0705	Criminal Justice Weapons	0/2
CJD	0741	Emergency Preparedness	0/1
CJD	1700	Criminal Justice Legal I *	3/0
CJD	1772C	Criminal Justice Communications Corrections *	3/0
CJD	1703C	Interpersonal Skills I – Corrections *	3/0
CJD	1740	Interpersonal Skills II – Corrections *	3/0
CJD	1742	Corrections Operations *	3/0
CJD	1771	Corrections Legal II *	1/0
Total Program Hours			**16/6**

** These courses will articulate to PBCC's Criminal Justice AS/AAS program.*

BASIC STANDARD POLICE TRACK (PSAV 5600)

This .curriculum provides for eligibility for certification as a law enforcement officer in the state of Florida, when all academy courses have been successfully completed. Certification requires passing of state of Florida licensing examination and hiring by an agency. Applicants must comply with all requirements of Florida Statute 943.13 prior to academy enrollment. Portions of this program apply to the Criminal Justice A.S. degree.

Required Courses

COURSE #		TITLE	CREDIT HOURS/ VOC CREDITS
CJD	0256	Criminal Justice Medical First Responder	0/1
CJD	0704	Criminal Justice Defensive Tactics	0/2
CJD	0705	Criminal Justice Weapons	0/2
CJD	0723	Criminal Justice Vehicle Operations	0/1.5
CJD	0732	Law Enforcement Traffic	0/1.5
CJD	1700	Criminal Justice Legal I *	3/0
CJD	1701	Criminal Justice Legal II *	3/0
CJD	1702	Criminal Justice Communications - Law Enforcement *	3/0
CJD	1713C	Interpersonal Skills I - Law Enforcement*	3/0
CJD	1720	Law Enforcement Legal III *	2/0
CJD	1721C	Law Enforcement Patrol *	3/0
CJD	1724C	Law Enforcement Investigations *	3/0
Total Program Hours			**20/8**

** These courses will articulate to PBCC's Criminal Justice AS/AAS program.*

Customer Service Representative (PSAV 5045)

This program is designed to prepare the student for employment in the customer service industry including those in banking, retail, legal, government, hotel reservations, telecommunications and the health care industry. The program covers course content in areas such as human relations, communications, conflict resolution, computer basics and employability skills.

For program updates, visit the Workforce Development Web site: *www.pbcc.edu/workforce/index.htm* .

Required Courses

COURSE #		TITLE	CLOCK HOURS
MKO	0102	Human Relations I	15
MKO	0103	Communications I	18
MKO	0104	Conflict Resolution I	18
MKO	0106	Math Fundamentals	15
OTA	0101	Keyboarding/Word Processing I	45

This program is under development. The total number of clock hours will be 320.

Total Program Hours 320

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 9

Dental Assisting (PSAV 5155)

LIMITED ACCESS

The Dental Assisting Program is a limited access, combined vocational credit/college credit program accredited by the American Dental Association Commission on Dental Accreditation and approved by the Florida State Board of Dentistry. Graduates will receive a Florida Expanded Functions Certificate. One class is accepted annually beginning in the fall term.

SPECIAL ADMISSIONS REQUIREMENTS

The Dental Assisting Program is limited to the number of students it may admit to each class and the following criteria are established as the minimum to be eligible for placement in the selection pool. Meeting minimum criteria for selection does not guarantee admission to the Dental Assisting Program. Final selection will be based on the applicant pool and space available. Preference for selection will be given to students who have completed any or all of the electives HSC 1000 (Introduction to Health Care), HSC 1400 (Standard First Aid), HSC 2100 (Health Concepts and Strategies), HSC 2531 (Medical Terminology), SLS 1501 (Strategies for College Success) and/or CGS 1570 (Microcomputer Applications). See the PBCC Dental Assisting Application Form or call the Dental Health services coordinator at (561) 868-3752 for further details on selection.

If a student is selected and does not enter the program or is not selected, he/she must reapply and is not guaranteed acceptance in any subsequent selection process.

1. Special Application and Deadline(s)

The applicant must submit a completed Dental Assisting Application package (including transcripts) to the Limited Access Program Office at the Lake Worth location by July 1 of each year in order to be eligible for consideration for selection into the program. The Dental Assisting Program Application fee is non-refundable. Applicants who have never been students at PBCC will also have to submit a one-time general college application and fee. Currently enrolled or former PBCC students in credit/vocational credit courses do not have to submit a general college application and fee.

2. High School Graduation

All applicants must hold either a standard high school diploma or a U.S. GED certificate. Proof of this must be submitted directly to the Registrar's Office at the Lake Worth location from the issuing agency.

3. College Transcripts

All applicants who have attended other colleges/universities must have official transcripts submitted directly to the Registrar's Office at the Lake Worth location. A minimum 2.0 cumulative college GPA is required to be eligible for selection.

4. Placement Test Scores

All applicants must take the Level A Test of Adult Basic Education (TABE) within two years prior to the application deadline date and score at least at the 12th grade competency level in all parts of the examination in order to be eligible for consideration for selection. Those who do not are encouraged to complete remediation and to retest prior to the beginning of the program.

Anyone successfully retesting may be reconsidered for selection after the application deadline on a space available basis. Call the Testing Center at the Lake Worth location at (561)868-3011.

5. Program Counseling

All students are strongly urged to speak with the Dental Health Services Coordinator as early as possible prior to application. Call (561) 868-3752 for an appointment or e-mail kuzmireb@pbcc.edu.

6. Student Selection

One TABE test point will be added to the applicant's overall score for each credit of coursework successfully completed from the list of elective courses described under Special Admissions Requirements above.

7. Special Notes

A. Once officially accepted into the Dental Assisting Program, a dental examination and a medical examination on a PBCC Allied Health Medical Examination Form dated within one year prior to the start of the program must be submitted by the applicant.

B. All accepted applicants for the Dental Assisting Program are strongly encouraged to be currently immunized against communicable diseases, including Hepatitis B. Documentation of completion of or refusal to obtain Hepatitis B immunization must be provided upon entrance into the program.

C. Certification in Cardiopulmonary Resuscitation, given by the American Heart Association (Basic Life Support) must be current by the beginning of the program.

D. The student will be automatically enrolled in the student accident/health insurance coverage program provided by PBCC.

E. All program courses with the prefix DEA plus DES 1800, DES 1800L, DES 1200 and DES 1200L must be passed in sequence with a grade of Pass, or C or higher to continue in the program. Other courses may be passed at the level of D to continue, but students who receive one grade of D and who at a later time wish to apply to the PBCC Dental Hygiene Program would not be granted admission to that program until that course has been repeated and a grade of C or higher earned. See 7.F. below for additional information regarding grades and Dental Hygiene Program admission policies.

F. Any student who has withdrawn from or failed one Dental Assisting (DEA) or Dental Hygiene (DEH or DES) course and wishes to re-enter the program must re-apply for a place in the following year's class. If advanced standing in the class is requested, it will be granted on a space available basis only. That student will also be required to: (1) repeat any failed or withdrawn course and (2) repeat for audit his/her last successfully completed clinical course. Two separate failures of any Dental Assisting and/or Dental Hygiene course(s) will render the student ineligible for readmission to a Dental Assisting class. In addition, two separate grades of D or F in any DEA, DEH or DES course(s) will render the student ineligible for selection for admission to any subsequent Dental Hygiene class.

Required Courses

COURSE #		TITLE	CREDIT HOURS/ VOC CREDITS
Term One (Fall Term, First Eight Weeks)			
DES	1020	Dental Anatomy *	3/0
DES	1200	Dental Radiology *	2/0
DES	1200L	Dental Radiology Lab *	1/0
DES	1600	Office Emergencies *	1/0
DES	1800	Introduction to Clinical Procedures *	3/0
DES	1800L	Introduction to Clinical Procedures Lab *	1/0
		Total	**11/0**
Term Two (Fall Term, Second Eight Weeks)			
DEA	0130	Related Dental Theory	0/1
DEA	0800	Clinical Practice I	0/1
DEA	0800L	Clinical Practice I Lab	0/4
DEA	0940L	Dental Practicum I Lab	0/1
DES	1100	Dental Materials *	2/0
DES	1100L	Dental Materials Lab *	1/0
		Total	**3/7**
Term Three (Spring Term)			
DEA	0153	Dental Psychology and Communication	0/1
DEA	0801	Clinical Practice II	0/1
DEA	0801L	Clinical Practice II Lab	0/8
DEA	0850	Clinical Practice III	0/1
DEA	0941L	Dental Practicum II Lab	0/3
DES	1830C	Expanded Functions	2/0
DES	1840	Preventive Dentistry *	2/0
DES	2502	Office Management *	1/0
		Total	**5/14**
Total Program Hours			**19/21**

** This course articulates with the PBCC Dental Hygiene Program.*

Diesel Technology (PSAV 5468)

This program is designed to prepare the student for employment in a variety of occupations in the diesel engine industry. Training is provided to develop competencies in shop organization, management and safety procedures; using tools and equipment; applying math and science to diesel technology operations and employability skills.

Required Courses

COURSE #	TITLE	CLOCK HOURS
Group A		
DIM 0001	Intro to Diesel Engine Mechanic I	45
DIM 0002	Intro to Diesel Engine Mechanic II	45
DIM 0010	Basic Diesel Engine Systems and Service I	60
DIM 0011	Basic Diesel Engine Systems and Service II	90
DIM 0013	Basic Diesel Engine Systems and Service III	90
DIM 0700	Professional Development in Diesel Technology	30
Group B		
DIM 0300	Diesel Electrical/Electronics Technician I	120
DIM 0301	Diesel Electrical/Electronics Technician II	120
Group C		
DIM 0151	Diesel Engine Preventative Maintenance I	120
Group D		
DIM 0152	Diesel Engine Preventative Maintenance II	120
Group E		
DIM 0530	Diesel Brakes Technician I	120
DIM 0551	Diesel Brakes Technician II	120
Group F		
DIM 0401	Diesel Hydraulics Technician	120
Group G		
DIM 0610	Diesel Heating and Air Conditioning Technician	120
Group H		
DIM 0500	Diesel Steering and Suspension Technician	120
Group I		
DIM 0210	Diesel Power Train Technician	240
DIM 0542	Diesel Track Technician	60
Total Program Hours		**1740**

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 9

Electrical Drafting (PSAV 5211)

This program is designed to prepare the student for employment as an electrical drafter. Electrical drafters prepare wiring and layout diagrams used by workers who erect, install and repair electrical equipment and wiring in communication centers, powerplants, electrical distribution systems and buildings. Electrical drafters draw wiring diagrams, circuit board assembly diagrams, schematics and layout drawings used in the manufacture, installation and repair of electrical devices and components. The course content includes instruction in electrical codes and specification, electrical drawings and an understanding of basic civil drawings and technical mathematics.

Required Courses

COURSE #	TITLE	CLOCK HOURS
Group A		
ETD 0071	Blueprint Reading	150
Group B		
ETD 0073	Drafting I	450
Group C		
ETD 0601	Electrical Drafting	600
Total Program Hours		**1200**

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 10

Electronic Drafting (PSAV 5212)

This program is designed to prepare the student for employment as an electronic drafter. Electronic drafters draw wiring diagrams, circuit board assembly diagrams, schematics and layout drawings used in the manufacture, installation and repair of electronic devices and components. The course content includes instruction in electronic codes and specifications; electronic drawings; an understanding of basic civil drawings and technical mathematics.

Required Courses

COURSE #	TITLE	CLOCK HOURS
Group A		
ETD 0071	Blueprint Reading	150
Group B		
ETD 0073	Drafting I	450
Group C		
ETD 0622	Electronic Drafting	600
Total Program Hours		**1200**

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 10

Electronic Technology (PSAV 5167)

This program is designed to prepare the student for employment as an electrical or electronic technician. The course content includes direct current circuits (DC), alternating currents (AC) and analog circuits; solid state and digital devices; microprocessors; use of circuit diagrams and schematics; soldering and chassis assembly techniques; laboratory practices; and technical recording and reporting.

Required Courses

COURSE #	TITLE	CLOCK HOURS
Group A		
EEV 0810	Introduction to DC Circuits	100
EEV 0821	Soldering and Lab Practices	70
EEV 0851	Introduction to Engineering Math & Science	40
SLS 0380	Introduction to Business	40
Group B		
EEV 0811	Advanced DC Circuits	120
EEV 0812	AC Circuits	100
EEV 0813	Electronic Devices	90
EEV 0852	Math & Science	60
EEV 0853	Advanced Math & Science	40
Group C		
EEV 0793	Communication & Documentation	60
EEV 0815	Logic Circuits	140
EEV 0816	Microprocessor Fundamentals	180
EEV 0840	Computer Language	60
EEV 0850	Digital Mathematics	30
Group D		
EEV 0814C	Analog Circuits	200
EEV 0855	Math & Science Verification	70
Total Program Hours		**1400**

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 10

Facials Specialty (PSAV 5355)

The purpose of this program is to prepare students for employment as registered facial specialists. Instruction is designed to prepare students to obtain a registration from the State Board of Cosmetology.

Required Courses

COURSE #	TITLE	CLOCK HOURS
CSP 0260	Facial Specialist	260
Total Program Hours		**260**

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 8; Mathematics: 8

Firefighter (PSAV 5043)

LIMITED ACCESS

The Firefighter program is a two-part course.

Part I (Firefighter I) covers several subjects including orientation; safety; fire behavior; building construction; protective clothing; SCBA; portable extinguishers; ropes and knots; building search and victim removal; forcible entry tools; construction and techniques; ground ladders; ventilation; water supply; coupling, loading and rolling hose; laying, carrying and advancing hose; water fire streams; Class A, C, D; vehicle and wildland fire control; sprinkler system fundamentals, salvage, overhaul and protecting evidence of fire cause; fire department communications; equipment and techniques; fire prevention and public fire education. The course also includes First Responder Medical and Awareness-Level Hazardous Materials Training. Upon completion of the course and a written state certification examination the student will receive a Certificate of Competency from the Bureau of Fire Standards and Training as a Firefighter I.

Part II (Firefighter II) prepares the student to meet the requirements to become a state certified firefighter. Subjects include implementing the incident management system; construction materials and building collapse; rescue and extrication tools; vehicle extrication and special rescue; hydrant flow and operability hose; tools and appliances; foam fire systems; ignitable liquid and gas fire control; fire detection; alarm and suppression systems; fire cause and origin; radio communications and incident reports and pre-incident survey. Those students who successfully complete the program may participate in the state exam for certification as a Firefighter II. This exam encompasses both written and practical skills tests. Certification is required in the state of Florida for firefighters.

The standard program length for Firefighter I is 160 clock hours; the Firefighter II Program requires an additional 290 clock hours for a total of 450 clock hours.

SPECIAL ADMISSIONS REQUIREMENTS

Special admission requirements are associated with this program

Required Courses

COURSE #	TITLE	CLOCK HOURS
FFP 0020	Firefighter	450
Total Program Hours		**450**

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 10; English: 10; Mathematics: 10

Gasoline Engine Service Technology (PSAV 5467)

This program is designed to prepare the student for initial employment or advanced training in the gasoline engine service technology industry and for a career as a small gas engine mechanic.

This program is a planned sequence of courses consisting of five areas of instruction as follows: (1) assembler (Setup); (2) clerk, parts; (3) installer and repairer; (4) helper, mechanic and repairer; (5) small gas engine mechanic.

Shop or laboratory activities are an integral part of this program. These activities provide instruction in the use of tools, equipment, materials and processes found in the industry.

This curriculum is under development. For more information, visit the Workforce Development Web site: *www.pbcc.edu/workforce/index.htm* .

Total Program Hours.....1200

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 8; English: 8; Mathematics: 8

Life, Health and Variable Annuities Agent (PSAV 5470)

This program will prepare students for an entry-level insurance position. Students can take a 40-hour classroom lecture or participate in 36 hours online with the final 4 hours in the classroom. Entry-level insurance agents understand insurance terminology and concepts, federal and state regulations and legal contracts. Program content includes development of communication, critical thinking, human relations and employability skills. Upon successful completion of this program, students may take the Florida Department of Insurance examination for licensure in Life, Health & Variable Annuities.

Required Courses

COURSE #		TITLE	CLOCK HOURS
RMI	0092	Life, Health, and Variable Annuities	40
Total Program Hours			**40**

Massage Therapy (PSAV 5232)

This program prepares the student for employment as a licensed massage therapist. Courses will include lecture and laboratory/clinical experience. After completion of the program, the student will be eligible to take the Florida Board of Massage Therapy licensure examination.

SPECIAL ADMISSIONS REQUIREMENTS

Applicants to this program must provide proof of a standard high school diploma or U.S. GED.

Required Courses

COURSE #		TITLE	CLOCK HOURS
Group A			
HSC	0003	Health Care Concepts	78
MSS	0252	Massage Therapy I	270
MSS	0262	Massage Therapy II	250
MSS	0263	Massage Therapy III	152
Total Program Hours			**750**

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 10; English: 10; Mathematics: 9

Mechanical Drafting (PSAV 5210)

This program is designed to prepare the student for employment as a mechanical drafter. Mechanical drafters prepare detail and assembly drawings of a wide variety of machinery and mechanical devices, indicating dimensions, fastening methods and other requirements. The course content includes instruction in safe and efficient work practices, reprographic machine operation, use of drafting tools and equipment, drafting skills, charts and graphs, computer-aided drawings and technical mathematics.

Required Courses

COURSE #		TITLE	CLOCK HOURS
Group A			
ETD	0071	Blueprint Reading	150
Group B			
ETD	0073	Drafting I	450
Group C			
ETD	0700	Mechanical Drafting I	200
Group D			
ETD	0702	Mechanical Drafting II	600
Group E			
ETD	0701	Mechanical CAD Drafting	500
Total Program Hours			**1900**

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 10

Medical Assisting (PSAV 5236)

LIMITED ACCESS

This program is designed to prepare students as multi-skilled members of a physician's health care team. Students learn the necessary skills to work in both the administrative and clinical settings of a physician's office or an outpatient clinic. The program follows the Standards and Guidelines of an accredited program for Medical Assisting adopted by the American Association of Medical Assistants and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). This program is accredited by CAAHEP.

SPECIAL ADMISSIONS REQUIREMENTS

Applicants to this program must provide proof of a standard high school diploma, U.S. GED, or foreign equivalent.

Required Courses

COURSE #		TITLE	CLOCK HOURS
HSC	0003	Health Care Concepts *	78
PRN	0022	Body Structure and Function *	69
MEA	0002	Introduction to Medical Assistant and Human Relations	15
MEA	0310	Introduction to Medical Office Procedures	75
MEA	0230	Medical Terminology by Body Systems	95
MEA	0240	Mathematics for Clinical Calculations	35
MEA	0242	Pharmacology for the Medical Assistant	60
MEA	0253	Diseases, Disorders and Treatment for Medical Assisting	272
MEA	0200L	Clinical Practices – Lab	75
MEA	0258	Radiology for the Medical Assistant	25
MEA	0540	Electrocardiography for the Medical Assistant	75
MEA	0254	Basic Medical Laboratory Techniques for the Medical Assistant	25
MEA	0520	Phlebotomy for the Medical Assistant	75
MEA	0322	Medical Office Procedures II	75
MEA	0334	Medical Insurance and Coding	75
MEA	0801	Externship in Medical Assisting	175
Total Program Hours			**1299**

**Denotes prerequisites for program.*

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 10; English: 10; Mathematics: 10

Medical Secretary (PSAV 5084)

This program is designed to prepare the student for employment as a medical secretary. Program content includes the development of communication, critical thinking and decision-making skills; medical terminology; medical office procedures; medical document transcription; use of business software applications; job opportunity research and the production of an employment portfolio.

Required Courses

COURSE #		TITLE	CLOCK HOURS
OST	0100	Introduction to Keyboarding/Word Processing	60
OTA	0421	Introduction to Office Operations	90
MEA	0230	Medical Terminology by Body Systems	95
HIM	0280	Fundamentals of Medical Coding	75
HIM	0270	Insurance Billing & Claims	60
OTA	0131	Building Speed and Accuracy	60
OTA	0423	Business Office Operations	90
HIM	0030	Fundamentals of Medical Transcription	90
OCA	0501	Business Software Applications	150
OTA	0438	Administrative Office Procedures	150
HIM	0217	Health Information Management	60
HIM	0826	Medical Secretary Externship	70
Total Program Hours			**1050**

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 10; English: 10; Mathematics: 10

Nails Technician (PSAV 5356)

The purpose of this program is to prepare students for employment as registered nail specialists. Instruction is designed to prepare students to obtain a registration from the State Board of Cosmetology.

Required Courses

COURSE #		TITLE	CLOCK HOURS
CSP	0013	Nail Specialist	240
Total Program Hours			**240**

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 8; Mathematics: 8

Patient Care Assistant (PSAV 5233)

The Patient Care Assistant program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant. The program is designed to have multiple career options with a base on which more complex skills can be added. Students who complete the program will receive certificates in nursing assisting, home health aide and patient care assisting and will be eligible to take the Florida Certification Exam for Nursing Assistants.

Required Courses

COURSE #		TITLE	CLOCK HOURS
Group A			
HSC	0003	Health Care Concepts	78
HCP	0120	Nursing Assistant	75
Group B			
HCP	0330	Home Health Aide	50
Group C			
HCP	0620	Patient Care Assistant	75
Total Program Hours			**278**

Practical Nursing (PSAV 5234)

LIMITED ACCESS

This program is designed to prepare students for employment as licensed practical nurses. The program is approved by the Florida State Board of Nursing so the graduate may take the examination to practice as a licensed practical nurse. Clinical experiences are included as an integral part of this program.

SPECIAL ADMISSIONS REQUIREMENTS

Applicants to this program must provide proof of a standard high school diploma, U.S. GED or foreign equivalent. Other special admission requirements are associated with this program.

Required Courses

COURSE #		TITLE	CLOCK HOURS
Group A			
HCP	0001	Health Science *	78
HCP	0120	Nursing Assistant	75
Group B			
PRN	0000	Fundamentals of Nursing	100
PRN	0381	Introduction to Medical/Surgical Nursing	182
PRN	0010	Comprehensive Nursing and Transitional Skills.	106
PRN	0021	Growth/Development and Nutrition	96
PRN	0022	Body Structure and Function *	69
PRN	0030	Introduction to Drug Therapy	85
PRN	0100	Maternal and Newborn Health	116
PRN	0382	Medical/Surgical Nursing Including Pediatrics	443
Total Program Hours			**1350**

**Denotes prerequisites for program.*

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 11; English: 11; Mathematics: 11

Property and Casualty General Lines Agent (PSAV 5469)

This program will prepare students for an entry-level general lines insurance position. Entry-level insurance agents understand automobile insurance, fire and allied lines, general liability, homeowners insurance, crime and surety, workers compensation, inland and ocean marine and aviation. Program content includes development of communication, critical thinking, human relations and employability skills. Upon successful completion of this program, students may take the Florida Department of Insurance exam for licensure in Property & Casualty/General Lines.

Required Courses

COURSE #		TITLE	CLOCK HOURS
RMI	0091	Property and Casualty/General Lines	200
Total Program Hours			**200**

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 9

Public Safety Dispatcher (PSAV 5455)

The purpose of this program is to prepare students for employment as police, fire and ambulance dispatchers. Content includes, but is not limited to, standard telecommunication operating procedures, relationship to field personnel, understanding of command levels and overview of emergency agencies.

Required Courses

COURSE #		TITLE	CLOCK HOURS
CJD	0520	Public Safety Telecommunicator	208
Total Program Hours			**208**

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 10; English: 10; Mathematics: 10

Real Estate Sales Agent (PSAV 5499)

This program is designed to prepare the student for employment as a real estate sales agent or to provide supplemental training to anyone previously or currently employed in this occupation. It will also prepare the student for the Florida State Real Estate Salesperson's license examination.

Required Courses

COURSE #		TITLE	CLOCK HOURS
REE	0047	Real Estate Principles and Practices	63
Total Program Hours			**63**

Residential and Commercial Electricity (PSAV 5465)

This program is designed to prepare the student for employment or advanced training as electrical helpers, residential electricians and commercial electricians.

This program focuses on broad, transferable skills, stresses the understanding of all aspects of the electricity industry and demonstrates such elements of the industry as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety and environmental issues.

Classroom, shop and laboratory activities are an integral part of this program. These activities include instruction in the use of the safety procedures, tools, equipment, materials and processes found in the industry.

This curriculum is under development. For more information, visit the Workforce Development Web site: *www.pbcc.edu/workforce/index.htm* .
Total Program Hours **1200**

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 9

Structural Drafting (PSAV 5209)

This program is designed to prepare the student for employment as a structural drafter. Structural drafters prepare drawings and topographical and relief maps used in major construction or civil engineering projects such as highways, bridges, pipelines, flood control projects and water and sewage systems. The course content includes instruction in blueprint reader, drafting assistant, cartographic drafter, civil drafter and structural drafter.

Required Courses

COURSE #		TITLE	CLOCK HOURS
Group A			
ETD	0071	Blueprint Reading	150
Group B			
ETD	0073	Drafting I	450

Group C			
ETD	0138	Cartographic Drafting	300
Group D			
ETD	0540	Civil Drafting	600
Group E			
ETD	0542	Structural Drafting	300
Total Program Hours			**1800**

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 10

Surgical Technology (PSAV 5235)

LIMITED ACCESS

This program is designed to prepare students for employment as surgical technologists. In a simulated surgical environment, students practice preparing, setting up and maintaining a sterile field; preparation of supplies and equipment for surgery; and patient preparation. Clinical learning experiences in an operating room and related areas are an integral part of this program.

SPECIAL ADMISSIONS REQUIREMENTS

Applicants to this program must provide proof of a standard high school diploma, U.S. GED or foreign equivalent. Other special admissions requirements are associated with this program.

Required Courses

COURSE #		TITLE	CLOCK HOURS
Group A			
HSC	0003	Health Care Concepts *	78
PRN	0022	Body Structure and Function *	69
STS	0003	Introduction to Surgical Technology	160
STS	0120	Surgical Specialties I	48
STS	0121	Surgical Specialties II	48
STS	0122	Surgical Specialties III	51
STS	0155C	Surgical Techniques and Procedures	294
STS	0255L	Surgical Specialties I Clinical	184
STS	0256L	Surgical Specialties II Clinical	184
STS	0257L	Surgical Specialties III Clinical	184
Total Program Hours			**1300**

**Denotes prerequisites for program.*

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 11; English: 11; Mathematics: 10

Telecommunications Cable Technician (PSAV 5134)

This program provides hands-on training designed to prepare the student for employment in the telecommunications and CATV construction industry. The course content includes installation, maintenance and servicing of cable, telephone and data communication line systems on poles, in trenches and in conduit. Included are diagnosis and correction of operational problems in telecommunications arising from mechanical, electrical or electronics hardware malfunctions. Employability skills and safe, efficient work practices are also taught.

Required Courses

Course #		Title	Clock Hours
EEV	0587	Telecommunications Cable Technician	450
Total Program Hours			**450**

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 9

Welding Technology (PSAV 5460)

This program is designed to prepare the student for employment or advanced training in a variety of occupations in the welding industry. It is a planned sequence of instruction consisting of six areas: (1) welder helper, (2) welder, shielded metal arc, (3) welder, gas-metal arc, (4) welder, flux cored arc (industry), (5) welder, gas tungsten arc and (6) welder, pipe. The content includes, but is not limited to, leadership, communication skills, human relations and employability skills, safe and efficient work practices and use of cutting and/or welding processes to fabricate parts according to shop drawings or written specifications.

Shop or laboratory activities are an integral part of this program and provide instruction in various processes and techniques of welding and fabrication skills, certification test preparation, and use of current industry standards, practices and techniques.

Required Courses

COURSE #		TITLE	CLOCK HOURS
Group A			
PMT	0102	Introduction to Basic Welding I	60
PMT	0103	Introduction to Basic Welding II	80
PMT	0120	Basic Shielded Metal Arc Welding	80
PMT	0190	Professional Development in Welding Technology	30
Group B			
PMT	0121	Shielded Metal Arc Welding I	75
PMT	0122	Shielded Metal Arc Welding II	75
PMT	0125	Shielded Metal Arc Welding III	100
Group C			
PMT	0134	Gas metal Arc Welding I	75
PMT	0135	Gas Metal Arc Welding II	50
Group D			
PMT	0141	Flux Cored Arc Welding	100
Group E			
PMT	0131	Gas Tungsten Arc Welding I	75
PMT	0132	Gas Tungsten Arc Welding II	100
Group F			
PMT	0161	Pipe Welder I	120
PMT	0164	Pipe Welder II	150
Total Program Hours			**1170**

COMPLETION REQUIREMENTS

TABE (Test of Adult Basic Education): In order to be awarded a vocational certificate, students must achieve the minimum level of basic skills required for this program.

Reading: 9; English: 9; Mathematics: 9

COURSE DESCRIPTIONS

Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by 26 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "course equivalency profiles."

GENERAL RULE FOR COURSE EQUIVALENCIES

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a survey course in social problems is offered by 31 different postsecondary institutions. Each institution uses "SYG_010" to identify its social problems course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "SYG" means "Sociology, General," the century digit "0" represents "Entry-level General Sociology," the decade digit "1" represents "Survey Course," and the unit digit "0" represents "Social Problems."

In science and other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions.

For example, SYG 1010 is offered at a community college. The same course is offered at a state university as SYG 2010. A student who has successfully complete SYG 1010 at the community college is guaranteed to receive transfer credit for SYG 2010 at the state university if the student transfers. The student cannot be required to take SYG 2010 again since SYG 1010 is equivalent to SYG 2010. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed which have not been designated as equivalent.

THE COURSE PREFIX

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

AUTHORITY FOR ACCEPTANCE OF EQUIVALENT COURSES

State Board of Education Rule 6A-10.024(19), Florida Administrative Code, reads: When a student transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The award of credit may be limited to courses that are entered in the course numbering system. Credits so awarded shall satisfy institutional requirements on the same basis as credits awarded to native students.

EXCEPTIONS TO THE GENERAL RULE FOR EQUIVALENCY

The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

- Courses in the 900-999 series (e.g., ART 2905)
- Internships, practica, clinical experiences, and study abroad courses
- Performance or studio courses in Art, Dance, Theater, and Music
- Skills courses in Criminal Justice
- Graduate courses
- Courses not offered by the receiving institution

College preparatory and vocational preparatory course may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Academic Services at PBCC (561) 862-4651 or the Florida Department of Education, K-16 Articulation, 1454 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling telephone number (850) 488-6402 or SunCom 278-6402.

EXAMPLE OF COURSE IDENTIFIER

PREFIX	LEVEL CODE (first digit)	CENTURY DIGIT (second digit)	DECADE DIGIT (third digit)	UNIT DIGIT (fourth digit)	LAB CODE
SYG	1	0	1	0	
Sociology, General at this institution	Freshman Level General	Entry Level Sociology	Survey Course	Social Problems	No lab component in this course

COURSE PREFIXES BY SUBJECT MATTER AREA

The following is a list of course prefixes, arranged by subject matter areas. Because some prefixes may apply to more than one subject matter area, there may be duplications. For current course offerings, consult the Palm Beach Community College Schedule of Classes, available through the registrar's office at your location or the on-line class schedules at *http://panthernet.pbcc.cc.fl.us/schsrch.cgi*

Accounting	ACG, ACO, APA, TAX
Acting	TPP
Aeronautics/Aviation Science	ASC, ATF, ATT, AVM
Air Conditioning and Refrigeration	ACR
American History	AMH
American Literature	AML
Anatomy and Physiology	BSC
Anthropology	ANT
Applied Welding Technology	PMT
Architectural Design	ARC
Architectural Drafting	BCN, ETD, TAR
Art	ART
Art History	ARH
Astronomy	AST
Automotive Repair and Service	AER, ARR
Biological Sciences	BOT, BSC, MCB, OCE, PCB, ZOO
Bookkeeping	APA
Botany	BOT
Bricklayer	BCV
Building Construction	BCN, BCT, BCV, PMT
Business	BAN, GEB
Business Law	BUL
Carpentry	BCV
Chemistry	CHM
Child Care and Development	CHD, DEP
College Preparatory Courses	EAP, ENC, ESL, MAT, REA
Commercial Art	ART, GRA
Commercial Driving	CDO
Commercial Foods	HMV
Computers-Drafting	ETD
Computers-Engineering, PC Support, Programming and Technology	CEN, CET, CGS, CIS, COP
Computers-General Studies	CGS
Cosmetology	COS, CSP
Creative Writing	CRW
Criminal Justice	CCJ, CJD, CJT
Dance	DAA, DAN
Dental Assisting	DEA
Dental Hygiene	DEH, DES
Dietetics	DIE, FSS, HUN
Drafting and Design	EGS, ETD, ETG, ETI
Early Childhood Education	EEC
Ecology	APB, PCB
Economics	ECO, ECS
Education	EEC, EDF, EDG, EDP, EME
Electrical	CET, EST
Electronics Engineering and Technology	EET, EEV
Emergency Medical Services	EMS
Emergency Medical Technician	EMS
Engineering Technology	EGS, ETD, ETI, ETM
English as a Second Language	EAP, ESL
English Language/Literature	AML, CRW, ENC, ENL, LIT
Environmental Horticulture	GCO, ORH, PLS, PMA, SOS
Environmental Science	EVR, EVS, GLY, PCB
Facial Specialist	COS, CSP
Film, Television, and Video Production Technology	FIL, RTT, RTV
Finance	FIN
Fire Fighter and Fire Science	FFP
Fire Sprinkler	BCA
Food Science	FOS, FSS, HMV
Foreign Language/Field Studies	FOL
French Language	FRE
Geography	GEO
Geology	GLY
German Language	GER
Gerontology	GEY
Government	CPO, POS
Graphic Arts/Graphic Design	GRA
Health Education, Safety and Sciences	HSC
Heavy Duty Truck/Bus Mechanics	DIM
History	HIS
Hospitality	HFT
Human Services	HUS
Humanities	HUM
Insurance, Annuities and General Lines	RMI
Interdisciplinary	IDH, IDS
Interior Design	IND
International Studies	INR
Iron Worker	PMT
Italian Language	ITA
Journalism	JOU
Legal Assistant	PLA
Library Science (Research)	LIS
Literature	AML, ENL, LIT
Management	MAN, MNA
Manufacturing, Robotic/Automated	ETI
Marketing	MAR, MKA
Mass Communications	MMC
Massage Therapy	MSS
Materials Engineering	ETM
Mathematics	MAC, MAP, MAT, MGF, MTB
Mechanical Drafting	ETD
Medical Assisting, Coding, Secretary and Transcription	HIM, MEA, MRE, MTS, OST, OTA
Music-Applied	MVB, MVJ, MVK, MVP, MVS, MVV, MVW
Music-General	MUC, MUE, MUH, MUL, MUN, MUS, MUT
Nail Specialist	COS, CSP
Nursing	NUR
Nutrition	DIE, HUN

Occupational Therapy Assistant	OTH
Oceanography	OCE
Office Systems and Applications	OCA, OFT, OST, OTA
Paralegal	PLA
Paramedic	EMS
Patient Care Technician	HCP
Pest Management	IPM
Philosophy	PHI
Photography	PGY
Physical Education and Fitness	HLP, PEL, PEM, PEN, PEO, PEP, PET
Physical Science	AST, GLY, PSC
Physics	PHY
Pipefitter	PMT
Plasterer	BCV
Plumbing	BCV
Political Science	POS
Practical Nursing	PRN
Professional Pilot Technology	ASC, ATF, ATT, AVM
Psychology	CLP, DEP, PSY, SOP
Public Relations	PUR
Public Safety Telecommunicator	CJD
Radiography	RTE
Reading (College Preparatory)	REA
Real Estate	REE
Religion	REL
Respiratory Care	RET
Sheet Metal	PMT
Social Sciences	ISS, SYG, SSI
Social Work	SOW
Sociology	SYG
Spanish Language	SPN
Speech Communications	SPC
Statistics	STA
Student Life Skills	SLS
Surgical Technology	STS
Surveying, Land	SUR
Taxes	TAX
Television	RTV
Theater Arts	THE, TPA, TPP
Tile Setter	PMT
Water/Waste Water Management	EVS
Word Processing	OST
World History	WOH
Zoology	ZOO

Introduction to Course Descriptions

The course descriptions for the *PBCC 2002-2003 Catalog are* listed in alphabetical order by course prefix. The course descriptions contain the full title of the course, initials of the degree/certificate to which the course may be applied and the number of credits/clock hours earned upon successful completion of the course. This information is followed by the necessary prerequisites and corequisites for the course, a brief course description and a notation on special fees and campus location restrictions.

New or revised courses may have incomplete course number information at the time of this printing. For new courses, the proposed prefix followed by 0, 1 or 2 XXX will be used for the course number. For revised courses, the original course number will be used followed by the proposed course number in parentheses. Please check the on-line listing of courses at *http://panthernet.pbcc.cc.fl.us/course.cgi* or with the campus location Registrar's office for the up–to-date course number information on these courses.

When considering enrollment in courses offered at PBCC, associate in applied science, associate in science or certificate program students should refer to the program descriptions in this catalog for suggested course completion order. Associate in arts students should remember that transferability of a course to a four-year institution may be based on completion of the associate degree. For more information on course transferability, contact a PBCC academic advisor, an academic advisor at the targeted four-year school or *www.FACTS.org* to obtain information updates on degree requirements before enrolling in courses.

ACG 2022 FINANCIAL ACCOUNTING (AA)
4 credits (4 lecture hours)
Introduction to financial accounting concepts including the accounting cycle, internal control, balance sheet accounts, cash flow and characteristics of corporations. (This is the first course in an introductory series.)

ACG 2071 MANAGERIAL ACCOUNTING (AA)
3 credits (3 lecture hours)
Prerequisite: ACG 2022
Introduction to managerial accounting concepts including financial statement analysis, accounting's role in management decision-making, cost concepts and behavior, job order and process cost accounting, cost-volume-profit analysis responsibility accounting, differential analysis and capital investment analysis. (This is the second course in an introductory series.)

ACG 2100 INTERMEDIATE ACCOUNTING (AS)
3 credits (3 lecture hours)
Prerequisite: ACG 2071
Conceptual framework for financial accounting and reporting providing in-depth examination of the accounting process and the content of financial statements, including cash, short-term investments, receivables, inventories, current liabilities, plant and intangible assets and long- term investments. This course may not be transferable.

ACG 2360 COST ACCOUNTING (AS)
3 credits (3 lecture hours)
Prerequisite: ACG 2071
Examines common cost systems with emphasis on cost for materials, labor, overhead, standard costs and cost relationships. This course may not be transferable.

ACG 2450 MICROCOMPUTER OPERATIONS ACCOUNTING (AS)
3 credits (3 lecture hours)
Prerequisites: ACG 2022 or (MTB 1103 and APA 1111) and CGS 1570
An overview of microcomputer accounting applications. A general accounting program is used to complete the accounting cycle for different types of businesses. LOTUS 1-2-3 is used to develop spread-sheet analysis.

ACO 0101 BEGINNING BOOKKEEPING (PSAV)
200 clock hours
This course offers an introduction to manual accounting. Emphasis will be on the complete accounting cycle covering analysis of transactions, journalizing, posting, petty cash, financial statements, and adjusting and closing entries.

ACO 0102 ADVANCED BOOKKEEPING (PSAV)
200 clock hours
This course continues the study of accounting operations and includes automated accounting concepts and practices. Students will use spreadsheets and accounting software to maintain accounting records

ACO 0601 THE ACCOUNTING ENVIRONMENT I (PSAV)
100 clock hours
This course provides the student with employment skills needed for entry-level accounting positions. Emphasis will be on communications, human relations, teamwork, ethics, and job search activities.

ACO 0605 THE ACCOUNTING ENVIRONMENT II (PSAV)
100 clock hours
This course places the student in a simulated work environment to gain experience in performing accounting operations and responsibilities. Upon completion, the student will have met industry standards for employment as a bookkeeper.

ACO 0949 ACCOUNTING EXTERNSHIP (PSAV)
100 clock hours
This externship places the student in a business office to gain practical experience in performing accounting functions and responsibilities. Upon completion, the student will have met industry standards for employment as a bookkeeper.

ACO 2661 ACCOUNTING INFORMATION SYSTEMS (AS)
3 credits (3 lecture hours)
Prerequisite: ACG 2071
Introduction to the design and operation of accounting information systems emphasizing information theory, computers and behavioral concepts related to internal control and system analysis.

ACR 0015 TOOLS AND PIPING FOR HEATING, AIR CONDITIONING AND REFRIGERATION (PSAV)
60 clock hours
This course provides lecture, demonstration and hands-on practice in the proper use of tools and measuring techniques in the trade. Different types and use of tubing and pipefitting, bends and assembling techniques are identified. Practice is provided in soldering, brazing, fabricating and leak testing of piping, tubes and fittings.

ACR 0021 INTRODUCTION TO HEATING, AIR CONDITIONING, AND REFRIGERATION (PSAV)
60 clock hours
This course provides lecture, demonstration and hands-on practice in introductory air conditioning, refrigeration and heating concepts and techniques including major components of the refrigeration cycle. History of the trade, current trends and practices are discussed. Personal and industrial safety in the use of tools and handling of materials is emphasized in laboratory activities. First Aid and CPR instruction is provided.

ACR 0060 PHYSICAL PRINCIPLES OF HEATING, AIR CONDITIONING AND REFRIGERATION (PSAV)
90 clock hours
This course provides classroom instruction in fundamental scientific principles and calculations as they relate to compression refrigeration, including the understanding of matter and heat behavior, fluids, pressures, and refrigerants.

ACR 0065 HEAT LOAD CALCULATIONS FOR COMMERCIAL HEATING, AIR CONDITIONING AND REFRIGERATION (PSAV)
60 clock hours
This course provides instruction and practice in calculating commercial heating and air-conditioning loads and their application in determining design and capacity of systems.

ACR 0070 EMPLOYABILITY SKILLS FOR HEATING, AIR-CONDITIONING, AND REFRIGERATION (PSAV)
40 clock hours
This course provides classroom instruction in oral and written communication, research, basic computer skills and employability skills needed for successful employment in the trade. Information regarding entrepreneurship is also provided.

ACR 0100 BASIC ELECTRICITY FOR HEATING, AIR- CONDITIONING AND REFRIGERATION (PSAV)
90 clock hours
This course provides instruction in basic electricity and the electrical components of heating, air-conditioning, and refrigeration equipment. Hands-on practice in wiring and troubleshooting electrical control systems, motors and components is provided in the laboratory.

ACR 0104 BASIC ELECTRONICS FOR HEATING, AIR–CONDITIONING AND REFRIGERATION (PSAV)
90 clock hours
This course provides instruction in solid-state electronics used in heating, air conditioning, and refrigeration systems including basic principles of direct digital controls, solid-state circuits and boards. Hands-on practice is provided with circuits, boards and programmable thermostats. The functions of a building-management system. are explained.

ACR 0112 ASSIST INSTALLATION OF RESIDENTIAL HEATING, AND AIR CONDITIONING AND SYSTEMS (PSAV)
160 clock hours
This course provides hands-on practice in the installation of residential heating and air-conditioning systems for the assistant mechanic. Cooperative Education-OJT is an option for all or part of this course.

ACR 0200 MECHANICAL REFRIGERATION SERVICE AND REFRIGERANT RECOVERY (PSAV)
60 clock hours
This course provides instruction and hands-on practice in operating mechanical refrigeration service and testing equipment. Instruction and hands-on practice for refrigerant recovery systems is included.

ACR 0214 MECHANICAL COMPONENTS OF COMMERCIAL HEATING, AIR CONDITIONING AND REFRIGERATION (PSAV)
90 clock hours
This course provides instruction in selection, testing, maintenance and troubleshooting of commercial heating, air conditioning and refrigeration mechanical systems and components including compressors, evaporators, condensers, heat recovery and thermal systems and accessories.

ACR 0306 ELECTRICAL COMPONENTS AND CONTROLS FOR COMMERCIAL HEATING, AIR CONDITIONING AND REFRIGERATION (PSAV)
60 clock hours
This course provides instruction in maintaining, testing and troubleshooting electrical systems, motors, circuits and pneumatic controls in commercial heating, air conditioning and refrigeration.

ACR 0401 INDOOR AIR QUALITY FOR AIR CONDITIONING (PSAV)
60 clock hours
This course provides instruction in the properties of air, use of pressure enthalpy charts and standards for and ways to measure indoor-air quality.

ACR 0509 MAINTAIN AND REPAIR COMMERCIAL HEATING AND AIR CONDITIONING SYSTEMS (PSAV)
140 clock hours
This course provides hands-on practice in the installation, maintenance, and repair of heating, air-conditioning, and refrigeration systems for the mechanic. Cooperative Education-OJT is an option for all or part of this course.

ACR 0525 INSTALLATION AND REPAIR OF RESIDENTIAL HEATING, AIR-CONDITIONING AND REFRIGERATION SYSTEMS (PSAV)
230 clock hours
This course provides hands-on practice in the installation, maintenance, and repair of heating, air-conditioning, and refrigeration systems for the mechanic. Cooperative Education-OJT is an option for all or part of this course.

ACR 0600 HEATING SERVICE AND TROUBLESHOOTING (PSAV)
60 clock hours
This course provides instruction and hands-on practice in combustion-type heating servicing, use of testing equipment and troubleshooting of gas valves and regulators.

ACR 0930 R AIR CONDITIONING AND REFRIGERATION APPRENTICESHIP CO-OP (FIRST YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the- job supervision. This on-the-job portion of the program may be repeated for credit. Specific job skills must be identified on a job skills plan. Selected job skills will be evaluated a minimum of once during each grading period.

ACR 0931 AIR CONDITIONING AND REFRIGERATION APPRENTICESHIP CO-OP (FIRST YEAR-SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the- job supervision. This on-the-job portion of the program may be repeated for credit. Specific job skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

ACR 0932 AIR CONDITIONING AND REFRIGERATION APPRENTICESHIP CO-OP (SECOND YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the- job supervision. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

ACR 0933 AIR CONDITIONING AND REFRIGERATION APPRENTICESHIP CO-OP (SECOND YEAR SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the- job supervision. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

ACR 0934 R AIR CONDITIONING AND REFRIGERATION APPRENTICESHIP CO-OP (THIRD YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the- job supervision. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

ACR 0935 R AIR CONDITIONING AND REFRIGERATION APPRENTICESHIP CO-OP (THIRD YEAR-SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the- job supervision. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

ACR 0936 R AIR CONDITIONING AND REFRIGERATION APPRENTICESHIP CO-OP (FOURTH YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the- job supervision. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

ACR 0937 R AIR CONDITIONING AND REFRIGERATION APPRENTICESHIP CO-OP (FOURTH YEAR-SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the- job supervision. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

ACR 0938 AIR CONDITIONING AND REFRIGERATION APPRENTICESHIP CO-OP (FIFTH YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the- job supervision. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

ACR 0939 R AIR CONDITIONING AND REFRIGERATION APPRENTICESHIP CO-OP (FIFTH YEAR-SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. The respective cooperative teacher and employer provide on-the- job supervision. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

ACR 0940 AIR CONDITIONING AND REFRIGERATION APPRENTICESHIP I (PSAV)
108 clock hours
Course provides OSHA, job safety, trade related mathematics and science and different methods of joining pipe and tubing. Review plumbing and labor history. Emergency first aid and CPR, rigging and shop projects will be covered.

ACR 0941 AIR CONDITIONING AND REFRIGERATION APPRENTICESHIP II (PSAV)
108 clock hours
Course continues first year. Related classroom and hands-on shop projects. Basic refrigeration.

ACR 0942 AIR CONDITIONING AND REFRIGERATION APPRENTICESHIP III (PSAV)
108 clock hours
Course provides class related refrigeration, heating system, Environmental Protection Agency Section 608.

ACR 0943 AIR CONDITIONING AND REFRIGERATION APPRENTICESHIP IV (PSAV)
108 clock hours
Course provides class related refrigeration, heating system, Environmental Protection Agency, Section 608. C.F.C. Certification. Refrigeration controls.

ACR 0944 AIR CONDITIONING AND REFRIGERATION APPRENTICESHIP V (PSAV)
108 clock hours
Course provides a guide to service work, dealing with human relationships and basic electricity, Section 608 C.F.C. Certification.

ACR 0945 AIR CONDITIONING AND REFRIGERATION APPRENTICESHIP VI (PSAV)
108 clock hours
Course continues with basic electricity.

ACR 0946 AIR CONDITIONING AND REFRIGERATION APPRENTICESHIP VII (PSAV)
108 clock hours
Course provides basic refrigeration, air conditioning and heating systems. Section 608. C.F.C. Certification. Refrigeration controls.

ACR 0947 AIR CONDITIONING AND REFRIGERATION APPRENTICESHIP VIII (PSAV)
108 clock hours
Course continues with refrigeration, air conditioning and heating system. Course covers different piping systems.

ACR 0948 AIR CONDITIONING AND REFRIGERATION APPRENTICESHIP IX (PSAV)
108 clock hours
Course provides hydronic heating and cooling system instruction.

ACR 0949 AIR CONDITIONING AND REFRIGERATION APPRENTICESHIP X (PSAV)
108 clock hours
Course provides class job foreman and leadership. Equipment and building control system.

AER 0006 INTRODUCTION TO AUTOMOTIVE SERVICES (PSAV)
135 clock hours
This course is designed to introduce the use of academic and business skills along with occupational safety when practicing routine maintenance and customer service. Content will relate to the automotive industry standards and safety.

AER 0110 AUTOMOTIVE ENGINE REPAIR (PSAV)
135 clock hours
This course is designed to establish proficiency in engine theory and repair. Areas of concentration will include the diagnosis and repair of cylinder and valve train, engine block, lubrication and cooling systems. Course will consist of both classroom and laboratory activities designed to meet industry standards and safety.

AER 0171 AUTOMOTIVE HEATING AND AIR CONDITIONING (PSAV)
135 clock hours
This course is designed to establish proficiency in the diagnosis and repair of heating, air conditioning and engine cooling systems. Emphasis will be placed on controls, vacuum and mechanical components, clutch and compressor and refrigerant recovery. Instruction will consist of classroom and laboratory activities designed to meet industry standards and safety.

AER 0250 AUTOMOTIVE AUTOMATIC TRANSMISSIONS AND TRANSAXLES (PSAV)
185 clock hours
This course is designed to establish proficiency in the operation and servicing of automatic transmission/transaxle. Area of concentration will include maintenance and adjustment, in and off vehicle repair and component parts, repair and replacement. Instruction will consist of classroom and laboratory activities designed to meet industry standards and safety.

AER 0270 AUTOMOTIVE MANUAL TRANSMISSIONS AND TRANSAXLES (PSAV)
135 clock hours
This course is designed to establish proficiency in the operation, assembly and maintenance of manual drive transmission/transaxle. An emphasis will be placed on diagnosis and repair of component parts, universal and (CV joints), ring and pinion gears, differentials, drive axle and multiple wheel drive. Course will consist of both classroom and laboratory activities designed to meet industry standard and safety.

AER 0306 AUTOMOTIVE SYSTEMS REPAIR AND MAINTENANCE I (PSAV)
150 clock hours
This course is deigned to introduce troubleshooting of the electrical starting and charging systems, including the removal, testing and replacement of component parts. Course will consist of classroom and laboratory activities designed to achieve industry standards and safety.

AER 0307 AUTOMOTIVE SYSTEMS REPAIR AND MAINTENANCE II (PSAV)
135 clock hours
This course is designed to introduce automotive systems such as fuel and exhaust in addition to others. Detailed inspection, replacement and adjustment procedures will be practiced. Instruction will consist of classroom and laboratory activities designed to meet industry standards and safety.

AER 0315 AUTOMOTIVE ELECTRICAL AND ELECTRONIC SYSTEMS I (PSAV)
135 clock hours
This course is designed to establish proficiency in the diagnosing and trouble shooting of power train related electrical and electronic components. Also included will be diagnosis and repair of starting and charging systems. Instruction will consist of both classroom and laboratory activities designed to meet industry standards and safety.

AER 0316 AUTOMOTIVE ELECTRICAL AND ELECTRONIC SYSTEMS II (PSAV)
100 clock hours
This course is designed to establish proficiency in the diagnosis and repair of lighting, driver information systems, as well as horn, washer/wiper and other motor driven components. Course will consist of classroom and laboratory activities designed to meet industry standards and safety.

AER 0344 AUTOMOTIVE ENGINE PERFORMANCE I (PSAV)
150 clock hours
This course is designed to establish proficiency in the diagnosis and repair related to engine performance. In addition, computerized engine controls, ignition, fuel, air induction and exhaust systems will be emphasized. Instruction will consist of classroom and laboratory activities designed to meet industry standards and safety.

AER 0345 AUTOMOTIVE ENGINE PERFORMANCE II (PSAV)
135 clock hours
This course is designed to establish proficiency the diagnosis and repair of emission control systems. Major areas include positive crankcase ventilation, exhaust gas, recirculation and treatment, various controls and related services. Course will consist of classroom and laboratory activities designed to meet industry standards and safety.

AER 0411 AUTOMOTIVE BRAKE SYSTEMS (PSAV)
135 clock hours
This course is designed to establish proficiency in the operation and servicing of brake systems. Instruction will include disc and drum brakes, power assist units, anti-lock systems and miscellaneous mechanical and electrical components. Instruction will consist of both classroom and laboratory activities designed to meet industry standards and safety.

AER 0450 AUTOMOTIVE STEERING AND SUSPENSION (PSAV)
135 clock hours
This course is designed to establish proficiency in steering, suspension and wheel systems. Emphasis will be placed on the diagnosis, and repair of components that are critical to safe and efficient operation. Instruction will consist of both classroom and laboratory activities, which will be designed to achieve industry standards and safety.

AMH 2010 UNITED STATES HISTORY TO 1865 (AA)
3 credits (3 lecture hours)
Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart.) before enrolling in this General Education course.
Examines the extension of European culture into the Western Hemisphere, the growth and development of the 13 English colonies and intensive study of the Constitution of the United States and the early national period of the United States to the end of the Civil War. Gordon Rule and computer application required. Written work: 2,000 words. Requires a demonstration of computer application. A grade of C or higher is required for this course to be used as a General Education course. Distance section may be available.

AMH 2010 HONORS UNITED STATES HISTORY TO 1865 (AA)
3 credits (3 lecture hours)
Honors components included in this course version.

AMH 2020 UNITED STATES HISTORY FROM 1865 TO PRESENT (AA)
3 credits (3 lecture hours)
A continuation of AMH 2010, this course emphasizes the development of the United States into a world power and the internal, economic, social, political and cultural movements and forces. Distance Learning section may be available. A grade of C or better for AA degree credit. Distance learning section may be available.

AMH 2091 AFRICAN-AMERICAN HISTORY (AA)
3 credits (3 lecture hours)
This course presents a balanced view of the American past and present as each relates to race relations and democratic ideals and equips students with the ability to analyze the meaning of the African-American experience. It includes related concerns and relations of African- Americans, Indians, Hispanics and other ethnic minorities as they impact American life today.

AML 2010 AMERICAN LITERATURE TO 1865 (AA)
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121
Students in AML 2010 will study the literature of America from colonial times through the Civil War era. They will examine the literary works, ideas, authors, history and intellectual climate of early America. They will also develop effective reading, writing and analytical skills and a sense of literary taste. Gordon Rule writing requirement minimum written work: 3,000 words. A grade of C or higher is required for this course to be used as a General Education course.

AML 2020 AMERICAN LITERATURE AFTER 1865 (AA)
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121
Students in AML 2020 will study the literature of America from the Civil War through the modern era. They will examine the literary works, ideas, authors, history and intellectual climate of modern America. They will also develop effective reading, writing and analytical skills and a sense of literary taste. A grade of C or higher is required for this course to be used as a General Education course. Gordon Rule writing requirement minimum written work: 3,000 words.

ANT 2000 ANTHROPOLOGY (AA)
3 credits (3 lecture hours)
Survey of anthropology: human kind's remote origins, physical traits (physical anthropology), languages (linguistics) and antiquities (archaeology), as well as lifestyles and institutions of peoples around the world (cultural and social anthropology). Diversities and similarities are explored through selected theories and methods. Gordon Rule writing requirement minimum 2,000 words and a demonstration of computer application are required. A grade of C or higher is required for this course to be used as a General Education course.

APA 1111 BOOKKEEPING I (AS)
3 credits (3 lecture hours)
Application of accounting concepts and procedures in sole proprietorship service and merchandising companies offering: (1) vocational preparation for jobs in accounting, (2) a practical background in accounting for other careers, such as clerical, secretarial, sales and managerial positions and (3) preparation and background for more advanced studies.

APA 1121 BOOKKEEPING II (AS)
3 credits (3 lecture hours)
Prerequisite: APA 1111
Application of accounting concepts and procedures in partnerships, corporations and manufacturing accounting in preparation for a position as a full-charge bookkeeper. The course will include valuation of receivables, inventories and equipment as well as the analysis and interpretation of financial statement and the statement of cash flows.

APA 2172 COMPUTERIZED BOOKKEEPING (AS)
4 credits (4 lecture hours)
Prerequisites: (APA 1111 or ACG 2022) and CGS 1570
An overview of computerized bookkeeping applications software. Windows, spreadsheet software, and a payroll program will be used to familiarize the students with the basic support tools available to a full-charge bookkeeper.

ARC 1301C ARCHITECTURAL DESIGN I (AA)
3 credits (1 lecture hour, 4 lab hours)
Corequisite: ARC1701
The first of a required four-term design studio sequence, this course introduces students to the design of space as the analysis, formation and articulation of habitable volumes.

ARC 1302C ARCHITECTURAL DESIGN II (AA)
3 credits (1 lecture hour, 4 lab hours)
Prerequisite: ARC 1301C, ARC 1701; Corequisite: ARC 2212
This course is the second in a four-studio sequence, continuing investigation and development of space-shaping language and its inherent structure and process of application. Skills learned in ARC 1301C are engaged in both analysis and design processes. Concrete linkages to ARC 1701 (History of Architecture) are developed through the requirement that materials introduced in lectures be further investigated through spatial analysis.

ARC 1701 HISTORY OF ARCHITECTURE (AA)
3 credits (3 lecture hours)
A general survey of social, political and cultural factors, which have generated architecture from prehistoric times through the 18th century.

ARC 2212 THEORY OF ARCHITECTURE (AA)
3 credits (3 lecture hours)
Prerequisite: ARC 1301C
The student will demonstrate a proficiency in the basic principles, theories, concepts, goals and aspirations of architecture according to contemporary professional values.

ARC 2303C ARCHITECTURAL DESIGN III (AA)
3 credits (1 lecture hour, 4 lab hours)
Prerequisites: ARC1302C, ARC2212; Corequisite: ARC2461
The third of eight required courses, developing the analytical and generative processes applied to spatial precedents begun in ARC1302C. Architectural space as it is sited both in history and landscape is the primary focus of the studio, requiring concrete linkages which parallel the architectural theory course.

ARC 2304C ARCHITECTURAL DESIGN IV (AA)
3 credits (3 lecture hours, 3 lab hours)
Prerequisites: ARC2303C and ARC2461
The fourth required design course in a four-course sequence is intended to summarize and engage the various foundational skills, abilities and to summarize and engage the various foundational skills, abilities and understandings from the previous three design courses. Integration and utilization of the information from the architecture courses will be engaged.

ARC 2461 MATERIALS AND METHODS OF CONSTRUCTION I (AA)
3 credits (3 lecture hours)
Introduction to materials and methods of construction with emphasis on wood, masonry, concrete and steel. The evaluation of materials, functional applications and code requirements is stressed. Lab exercises include photographs of representative building systems and components with models. Field trips to building construction sites and fabricating plants are also included.

ARC 2501 STRUCTURES (AA)
3 credits (3 lecture hours)
Prerequisite: MAC 2233
Basic study in the principles and evaluations of structures as applied to architecture. Major topics of study include statics, stress and the characteristics of beam and column behavior. This course will enable the student to develop a structural sense in creating architectural solutions.

ARH 1000 ART APPRECIATION (AA)
3 credits (3 lecture hours)
Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart.) before enrolling in this General Education course.
Explores important works of the visual arts from the past and present and is designed to provide insights into works of art and meet the needs of the General Education program in the Humanities. Written work: 2,000 words minimum. A grade of C or higher is required for this course to be used as a General Education course.

ARH 2050 HISTORY OF ART (EARLY) (AA)
3 credits (3 lecture hours)
Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart.) before enrolling in this General Education course.
This course provides a study of works of art from prehistoric world through the Renaissance including painting, sculpture, and architecture. Gordon Rule writing requirement minimum written work: 2,000 words. A grade of C or higher is required for this course to be used as a General Education course.

ARH 2051 HISTORY OF ART (MODERN) (AA)
3 credits (3 lecture hours)
Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart.) before enrolling in this General Education course.
A study of works of art from post-Renaissance through modern including painting, sculpture, and architecture is provided. Gordon Rule writing requirement minimum written work: 2,000 words. A grade of C or higher is required for this course to be used as a General Education course.

ARR 0011 INTRODUCTION TO AUTOMOTIVE SAFETY AND REPAIR (PSAV)
50 clock hours
This course is designed to introduce occupational safety and the related federal, state, and local rules and agencies with enforcement responsibility. Industry knowledge will be demonstrated by using a variety of activities to identify parts by name, location and function. A variety of classroom laboratory activities will be utilized to achieve industry standards and safety.

ARR 0020 AUTOMOTIVE COLLISION ESTIMATING (PSAV)
100 clock hours
This course is designed to provide instruction in the preparation of comprehensive damage reports, utilizing modern vehicle construction, crash manuals and both computer and non-computer processes. A variety of classroom and laboratory experiences will be designed to meet industry standards and safety.

ARR 0101 INTRODUCTION TO AUTOMOTIVE COLLISION REPAIR AND REFINISHING I (PSAV)
175 clock hours
This course is designed to provide opportunities in the different procedures used in preparing vehicles for repair and refinishing. In addition, repair, replacement and adjustments to various parts and panels will be practiced. A variety of classroom and laboratory activities will be utilized to achieve industry standards and safety.

ARR 0102 INTRODUCTION TO AUTOMOTIVE COLLISION REPAIR AND REFINISHING II (PSAV)
175 clock hours
This course is designed to provide learning opportunities in the basics of safe welding, appropriate preparation of surfaces for refinishing and the selection and application of paints and finish coats. A variety of classroom and laboratory activities will be utilized to achieve industry standards and safety.

ARR 0121 AUTOMOTIVE REFINISHING I (PSAV)
175 clock hours
This course is designed to provide experience in the procedures used for inspecting air make-up; exhaust systems and preparing surfaces mechanically and with the use of chemicals. The proper selection and application of a variety of paints and finishes will be practiced. Classroom and laboratory activities are designed to achieve industry standards and safety.

ARR 0122 AUTOMOTIVE REFINISHING II (PSAV)
150 clock hours
This course is designed to provide a variety of learning experiences in the proper maintenance and operation of spray equipment, including appropriate spray techniques. Included will be the identification of finish defects, their causes and cures. Course will consist of classroom and laboratory activities designed to meet industry standards and safety.

ARR 0241 AUTOMOTIVE BODY REPAIR I (PSAV)
175 clock hours
This course is designed to provide experiences in the procedures used to prepare vehicles for repair and refinishing. It will include replacement and adjustment of body panels and a variety of welding operations. Instruction will consist of both classroom and laboratory activities designed to meet industry standards and safety.

ARR 0242 AUTOMOTIVE BODY REPAIR II (PSAV)
150 clock hours
This course is designed to provide experience in removal and replacement of trim components, power driven accessories and various mounts suspensions and brake parts. The proper preparation and appropriate use of fiberglass and plastic compounds will be included. Instruction will consist of both classroom and laboratory activities designed to meet industry standards and safety.

ARR 0313 AUTOMOTIVE FRAME AND BODY REPAIR (PSAV)
150 clock hours
This course is designed to provide instruction in performing structural damage analysis and repair of the vehicle structure. Vehicle set up, measurement and pulling will be emphasized along with procedures for alignment, anchoring straightening and reinforcement. Instruction will consist of classroom and laboratory activities in accordance with industry standards and safety.

ARR 0960 EMPLOYABILITY AND ENTREPRENEURSHIP (PSAV)
40 clock hours
This course will introduce the major components of obtaining employment and the understanding of entrepreneurship. Major topics will include job search, application, interviewing, economics, business ownership and ethics. Content will relate to the automotive industry.

ARR 0962 APPLIED ACADEMICS (PSAV)
60 clock hours
This course is designed to prepare students to use and demonstrate written and verbal communication skills. In addition it will include the understanding and application of appropriate math and science principles as required by industry standards.

ART 1100C INTRODUCTION TO CRAFTS (AA)
3 credits (2 lecture hours, 2 lab hours)
A survey of arts and crafts pertaining to recreational leadership, mental health programs, occupational therapy and educational programs. Power and hand tools will be used to create projects in clay, wood, paper, fibers and metal. Studio fee required. Not offered at Belle Glade.

ART 1101C CRAFTS (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ART 1100C
In-depth training in a limited number of materials and techniques for crafts, according to the student's individual needs. Studio fee required. Not offered at Belle Glade.

ART 1201C DESIGN FUNDAMENTALS (AA)
3 credits (2 lecture hours, 2 lab hours)
A basic course in visual principles and elements of design emphasizing the vocabulary of art and technical skill in handling art tools for two-dimensional visual creations. Studio fee required. Supply purchase required. Not offered at Belle Glade.

ART 1203C THREE-DIMENSIONAL DESIGN (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART 1201C and ART 1300C
This course is an introduction to three- dimensional visual experiences with emphasis on observing reality using the principles of design. Technical skills utilize sculptural media. Studio fee required. Supply purchase required. Not offered at Belle Glade.

ART 1205C COLOR DESIGN (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART 1201C and ART 1300C
A transferable studio course which continues the visual elements and principles of composition with emphasis on color theory and the use of color and light in design. Studio fee required. Supply purchase required. Not offered at Belle Glade.

ART 1300C DRAWING FUNDAMENTALS (AA)
3 credits (2 lecture hours, 2 lab hours)
This is an introductory course in drawing using three-dimensional design principles. Emphasis is on vision and the two-dimensional surface. Technical skills are developed through various graphic media. The use and purpose of illusions, including linear perspective, are explored preparatory to expressive drawing and compositions. Studio fee required. Supply purchase required. Not offered at Belle Glade.

ART 1301C INTERMEDIATE DRAWING (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ART 1300C
This is an introductory course in figure drawing, in which the student studies skeletal drawing and the muscular composition of the human form. Drawings exhibit the design concepts learned in ART 1300C. Students develop a sensitivity to the page and ability to employ the use of negative space. Studio fee required. Supply purchase required. Not offered at Belle Glade.

ART 1750C R INTRODUCTION TO CERAMICS (AA)
3 credits (2 lecture hours, 2 lab hours)
Introduces basic methods of ceramic production in hand building, wheel throwing and glaze application. May be repeated one time for credit. Studio fee required. Not offered at Belle Glade.

ART 1751CR INTERMEDIATE CERAMICS (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ART 1750C R
Continuation of ART 1750C. Kiln stacking, firing and glaze formulation. May be repeated one time. Studio fee required. Not offered at Belle Glade.

ART 2150C JEWELRY DESIGN I (AA)
3 credits (2 lecture hours, 2 lab hours)
An introductory course to jewelry making in which cutting, sawing, soldering, stone setting and centrifugal casting are taught. Students will learn to use specific jewelry making tools and equipment. Studio fees required.

ART 2232C PORTFOLIO COMPOSITION (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA 2191C
This course covers visualization and presentation of layout and design with emphasis on designing visual advertising programs for companies. Speed and proficiency are goals and the production becomes the basis for an artistic portfolio. Lake Worth only. Supply purchase required. Studio fee required.

ART 2400C INTRODUCTION TO PRINTMAKING (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART 1201C and ART 1300C
An introduction to printmaking techniques, including etching, silkscreen, intaglio and relief painting. Plexiglass is used in addition to traditional metal plate printing. Lake Worth only. Supply purchase required. Studio fee required.

ART 2401CR PRINTMAKING (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ART 2400C
Students utilize the skills begun in ART 2400C to continue developing design experiences. Printmaking with emphasis on image-making related to printing processes. Consistency in the control of edition publication is stressed while continuing experimentation with design in original thinking. Lake Worth only. Supply purchase required. Studio fee required. May be repeated twice for credit.

ART 2500C INTRODUCTION TO PAINTING (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART 1201C and ART 1300C
A beginning college course in painting allows experimentation in oils, acrylics and watercolors. Projects are designed to provide experience in mixing colors, selection and application to surfaces of various types. Exercises are assigned which expand the thinking of the student as relates to the possibilities of creativity through the paint media. Supply purchase required. Studio fee required.

ART 2501C PAINTING COMPOSITION (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ART 2500C
This course is a continuation of ART 2500C with further investigation of expression and composition through technical procedures. Students develop ideas and continue experimentation with painting. Change in the scale of the student paintings is suggested, along with the variety of techniques that may be explored. Supply purchase required. Studio fee required. This course may be repeated twice for credit.

ART 2502C FIGURE PAINTING (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART 1301C and ART 2500C or instructor permission required
The use of the human figure as a subject for painting is covered. The course includes development of a representation of the figure, creation of a design using a relatively flat picture plane, abstraction of the figure and creation of a work more dependent on ideas than on illusions of space. Supply purchase required. Studio fee required.

ART 2701C SCULPTURE (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ART 1203C or instructor permission required
This introductory course in sculpture to develops aesthetic expression through exploration of additive and subtractive procedures in three-dimensional media. Mold-making and casting are included. Lake Worth only.

ART 2710C STONE CARVING (AA)
2 credits (1 lecture hour, 3 lab hours)
Prerequisite: ART 2701C or instructor permission required
This is an intermediate course in sculpture with an emphasis on stone carving. This course includes evaluation of stone for potential use of points and chisels to rough out an image, using tools to develop the surface, polishing and mounting. Both hand tools and automatic tools are used. Lake Worth only.

ASC 1101 AERO-NAVIGATION (AS)
3 credits (3 lecture hours)
Prerequisite: ATT 1100
Introduction to navigation including piloting, dead reckoning, radio and celestial and use of serial charts, plotters and navigational procedures are provided.

ASC 1210 AERO-METEOROLOGY (AS)
3 credits (3 lecture hours)
Weather, its hazards, and available FAA services for pilots are presented.

ASC 1310 AERO-SAFETY AND REGULATIONS (AS)
2 credits (2 lecture hours)
In-depth study of federal aviation regulations and procedures required through the ATP rating. A portion of the time will be spent analyzing aircraft performances related to regulations and safe operating procedures.

ASC 1640 PROPULSION SYSTEMS (AS)
3 credits (3 lecture hours)
Theory of engines, engine construction and engine operating procedures. Performance and safe engine operation are emphasized.

ASC 2550 AERODYNAMICS (AS)
3 credits (3 lecture hours)
Prerequisite: ATT 1100
Study of physical flight principles including airflow, airfoils and the production of lift and drag as applied to airplane performance, stability and control. Special attention is given to high- speed and hovering flight.

AST 1002 DESCRIPTIVE ASTRONOMY (AA)
3 credits (3 lecture hours)
Introductory survey of the universe, the solar system, structure and motion of the earth and moon; formation and decay of stars; planetary motion; physical nature of the planets, comets and meteors; basic laws of astronomy, nebulae and galactic structure. Instruction will include lectures, discussion, and observations. A grade of C or higher is required for this course to be used as a General Education course.

AST 1003 PLANETARY ASTRONOMY (AA)
3 credits (3 lecture hours)
This course covers the solar system, including the motions and properties of the Earth, sun, moon and planets, formation of the solar systems and discoveries from recent space missions. Course may include an observational component utilizing small telescopes and computer controlled cameras. A grade of C or higher is required for this course to be used as a General Education course.

AST 1004 STELLAR AND GALACTIC ASTRONOMY (AA)
3 credits (3 lecture hours)
This course covers our sun, other stars, galaxies and the universe, including their formation, evolution and ultimate fate, as well as discoveries from recent space missions. Course may include an observational component utilizing small telescopes and computer-controlled cameras. A grade of C or higher is required for this course to be used as a General Education course.

ATF 1100 FLIGHT-PRIVATE (AS)
3 credits (3 lecture hours)
The Federal Aviation Administration (FAA) requires a minimum of 40 hours flight time in preparation for the Private Pilot Certificate of which at least 10 hours must be solo flight hours. This course provides 53 hours of flight time that includes 40 hours of dual instruction, 20 hours of ground instruction, and 13 hours of solo flight time. 3 of the solo flight hours are designated for the check ride given by a Federal Aviation Administration (FAA) designated examiner. Examination fees for FAA pilot certification tests are paid by the student in addition to the course fees.

ATF 1150 INTERMEDIATE FLIGHT LAB (AS)
1 credit (1 lecture hour)
Prerequisite: ATF 1100
This course provides students the flight time necessary to qualify them to apply for the instrument/commercial ratings. Fifty-five hours of flight time are required with specific cross- country, pilot in command and night flying required. Students having adequate flight time logged may apply for credit through experiential learning.

ATF 1600 BASIC FLIGHT SIMULATOR (AS)
1 credit
Fifteen (15) class hours are required for FAA credit consisting of an introduction to simulator systems and basic instrument flight maneuvers involving development of calibration scan and interpretation techniques.

ATF 2200 FLIGHT-COMMERCIAL I (AS)
3 credits (3 lecture hours)
Prerequisite: ATF 1100; Corequisite: ATT 2110
This course provides the training required to obtain the FAA commercial pilot certificate and meets or exceeds the minimum training required by the Federal Aviation Administration. Flight training includes commercial pilot maneuvers and complex aircraft training. Ground training is provided to meet the FAA aeronautical knowledge training required for this flight test. The FAA/FAA designee gives the flight test necessary to obtain the commercial pilot certificate. Examination fees for FAA pilot certification are paid by the student in addition to the course fees.

ATF 2250 ADVANCED FLIGHT LAB (AS)
1 credit (1 lecture hour)
Prerequisite: ATF 1150
This course provides students the flight time necessary to qualify them to apply for the commercial rating. Forty-five (45) hours of flight time are required with specific cross-country, pilot in command instrument flight and night flying required. Students having adequate flight time logged may apply for credit through experiential learning.

ATF 2300 INSTRUMENT FLIGHT (AS)
3 credits (3 lecture hours)
Prerequisites: ATF 1100, ATF 1600, ATT 1100, ATT 2120, ATF 2605 or commercial pilot license or equivalent experience; Corequisites: ATF 2610, ATT 2120 or satisfactory completion of the FAA instrument rating written examination and equivalent experience.
This course provides the training required to obtain the FAA Instrument Airplane Rating and meets or exceeds the minimum training required by the Federal Aviation Administration. Flight training is provided under simulated or actual instrument conditions. Ground training is provided to meet the FAA aeronautical knowledge training required for this flight test. The FAA/FAA designee gives the flight test necessary to obtain the instrument rating. Examination fees for FAA pilot certification are paid by the student in addition to the course fees.

ATF 2400 MULTI-ENGINE FLIGHT (AS)
1 credit
Prerequisite: ATF 2200, ATF 2300 or commercial pilot license or equivalent experience
This course provides the flight training required to add the FAA Airplane Multi-Engine Land Rating to an existing Private Pilot or Commercial Pilot Certificate. The FAA/FAA designee gives the flight test necessary to obtain the Airplane Multi-Engine Land rating. Examination fees for FAA pilot certification are paid by the student in addition to the course fees.

ATF 2500 CERTIFIED FLIGHT INSTRUCTOR (AS)
1 credit
Prerequisites: ATF 2300, ATF 2200 or Commercial Pilots License and equivalent experience, and ATT 2131; Co-requisite: ATT 2131
This course provides the training required to obtain the FAA Certified Flight Instructor certificate. Flight training includes methods of instruction for teaching private and commercial pilot maneuvers and complex aircraft maneuvers. Ground training is provided to meet the FAA aeronautical knowledge training required for this flight test. The FAA/FAA designee gives the flight test necessary to obtain the Certified Flight Instructor certificate. Examination fees for FAA pilot certification are paid by the student in addition to the course fees.

ATF 2605 INTERMEDIATE FLIGHT SIMULATOR (AS)
1 credit
Prerequisite: ATF 1600 or instructor/chairman approval
Fifteen (15) class hours are required for FAA credit. This course is a continuation of skill- developed simulator flight with emphasis on introduction to navigation systems and problems.

ATF 2610 ADVANCED INSTRUMENT FLIGHT SIMULATOR (AS)
1 credit
Prerequisites: ATF 1600 and ATF 2605 or instructor/chairman approval
Twenty (20) class hours are required for FAA credit. Advanced simulator laboratory designed to develop proficiency in cross-country IFR and approach IFR flight. Twenty (20) hours is creditable toward FAA instrument instruction flight time requirements.

ATF 2691 A-E INSTRUCTOR REFRESHER SIMULATOR LABORATORY (AS)
1 credit
Modular course covering simulator instruction for pilots on an individual basis: consists of three-hour simulator modules to improve pilot proficiency in handling instrument flight problems and meeting FAA instrument currency requirements. Requires instructor approval and is offered on demand. Completion of five modules earns one semester hour credit.

ATT 1100 PRIVATE PILOT GROUND SCHOOL (AS)
3 credits (3 lecture hours)
Theory of flight, navigation, meteorology, aircraft performance, and regulations required to prepare for the FAA Private Pilot Written Examination.

ATT 2110 COMMERCIAL PILOT GROUND SCHOOL (AS)
3 credits (3 lecture hours)
Prerequisite: ATT 1100
This course includes basic aerodynamics, advanced airplane performance, airplane systems and power plants, aviation weather, FARS, navigation, flight operations, aeromedical factors, aeronautical decision making, cockpit resource management and multi-engine airplane operation. It prepares the student for the FAA Commercial Pilot Written Examination and the multi-engine airplane rating.

ATT 2120 INSTRUMENT GROUND SCHOOL (AS)
3 credits (3 lecture hours)
Prerequisite: ATT 1100
Instrument Ground School with emphasis on instrument navigation, flight procedures, approaches, weather for instrument pilots and advanced aircraft performance. This course provides preparation for FAA instrument examination.

ATT 2131 FLIGHT INSTRUCTOR GROUND SCHOOL (AS)
2 credits (2 lecture hours)
Prerequisite: ATF 2300 or ATF 2200 or commercial pilot license or equivalent experience
This course introduces the student to fundamentals of flight instruction. It includes information on the learning process, effective teaching methods, critique and evaluation, lesson plans and psychological behavior. The course prepares the student for the FAA Fundamentals of Instructing Written Test and the Flight Instructor Airplane Written Examination.

AVM 2010 AEROSPACE AND AIR TRAVEL (AS)
3 credits (3 lecture hours)
Prerequisite: ATT 1100 or approval of instructor
Study of passenger movement, airfreight, and airline operations, including financing, personnel, training, procurement of equipment, public relations and other problems related to air carriers and contractors.

BCA 0470 FIRE SPRINKLER APPRENTICESHIP I (FALL) (PSAV)
72 clock hours
This course provides an introduction to the Fire Sprinkler Fitter Trade and introduces workplace safety, materials, common tools, pipe hangers, supports, restraints, guides, threaded steel piping systems and fittings for the first semester apprentice.

BCA 0471 FIRE SPRINKLER APPRENTICESHIP II (SPRING) (PSAV)
72 clock hours
This course continues the introduction to the Fire Sprinkler Fitter Trade and identifies and describes metal, plastic, copper tube and underground pipe systems, tools, classifications, fitting, joining and handling methods for the second semester apprentice.

BCA 0472 FIRE SPRINKLER APPRENTICESHIP III (FALL) (PSAV)
72 clock hours
This course provides a basic understanding of the various types of fire sprinkler systems, their usage, and installation with O.S.H.A. and C.P.R. instruction for the third semester apprentice.

BCA 0473 FIRE SPRINKLER APPRENTICESHIP IV (SPRING) (PSAV)
72 clock hours
This course identifies and describes the purpose and operation of wet fire sprinkler systems and dry pipe systems for the fourth semester apprentice.

BCA 0474 FIRE SPRINKLER APPRENTICESHIP V (FALL) (PSAV)
72 clock hours
This course provides an understanding of the planning and design of fire sprinkler systems and the mathematics used to perform sprinkler system design and installation for the fifth semester apprentice.

BCA 0475 FIRE SPRINKLER APPRENTICESHIP VI (SPRING) (PSAV)
72 clock hours
This course continues the planning and design of the fire sprinkler system with emphasis on supply systems for the sixth semester apprentice.

BCA 0476 FIRE SPRINKLER APPRENTICESHIP VII (FALL) (PSAV)
72 clock hours
This course provides an understanding of special extinguishing systems, their design and inspection for the seventh semester apprentice.

BCA 0477 FIRE SPRINKLER APPRENTICESHIP VIII (SPRING) (PSAV)
72 clock hours
The course continues special extinguishing systems with basic hydraulic concepts, system design and hydraulic calculations. An introduction to foremanship, documentation and tracking is included for the eighth semester apprentice.

BCA 0480R FIRE SPRINKLER APPRENTICE COOP I (PSAV)
273 clock hours
This course is designed to provide apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job

BCA 0481R FIRE SPRINKLER APPRENTICE COOP II (PSAV)
300 clock hours
This course is designed to provide apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCA 0482R FIRE SPRINKLER APPRENTICE COOP III (PSAV)
273 clock hours
This course is designed to provide apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCA 0483R FIRE SPRINKLER APPRENTICE COOP IV (PSAV)
300 clock hours
This course is designed to provide apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCA 0484R FIRE SPRINKLER APPRENTICE COOP V (PSAV)
273 clock hours
This course is designed to provide apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCA 0485R FIRE SPRINKLER APPRENTICE COOP VI (PSAV)
300 clock hours
This course is designed to provide apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCA 0486R FIRE SPRINKLER APPRENTICE COOP VII (PSAV)
273 clock hours
This course is designed to provide apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCA 0487R FIRE SPRINKLER APPRENTICE COOP VIII (PSAV)
300 clock hours
This course is designed to provide apprenticeship students with realistic on-the-job training experience to acquire and apply knowledge, skills, and attitudes in an occupational field. A cooperative teacher and the employer provide supervision on-the-job.

BCN 1210 BUILDING CONSTRUCTION MATERIALS (AS)
3 credits (3 lecture hours)
Corequisite: BCN 2253C
Covers sources, properties, and uses of construction materials.

BCN 1272 PLANS INTERPRETATION (AS)
3 credits (3 lecture hours)
Develops ability to read and interpret working drawings and specifications used in the construction industry.

BCN 1616 ADVANCED CONSTRUCTION ESTIMATING (AS)
3 credits (3 lecture hours)
This is an analysis and determination of building construction costs. It commences with the classification of materials, labor, and subcontracted work into the smallest manageable units; estimating more advanced elements of building construction, analysis of costs of complicated systems of construction involving commercial buildings; and including indirect and overhead costs, the preparation of bid proposals and related documents.

BCN 2220 CONSTRUCTION MATERIALS AND METHODS (AS)
3 credits (3 lecture hours)
Construction methods are analyzed and classified. Developments in new materials and systems are discussed with emphasis on applications and future trends in South Florida. Some construction experience preferred.

BCN 2253C ARCHITECTURAL DRAFTING (AS)
3 credits (1 lecture hour, 5 lab hours)
Prerequisite: ETD 1100C or equivalent; Corequisite: BCN 1210
Problems in architecture are studied, such as details of footings, foundations, floors, walls, roofs, and openings in masonry and wooden structures. Application is made through projects.

BCN 2941 BUILDING CONSTRUCTION EXPERIENCE (AS)
4 credits (4 lecture hours)
Credit will be given those documenting four years experience toward journeyman-level tradesmanship.

BCT 1743 CONSTRUCTION LAW (AS)
3 credits (3 lecture hours)
Legal aspects of construction contracts and the responsibilities arising from field operations including relationship of general contractor to owner, architect and subcontractor, material, men and mechanics lien law; bonds; labor law; OSHA; workmen's compensation; taxes; and other statutes and ordinances regulating contractors.

BCT 1750 CONSTRUCTION FINANCE (AS)
3 credits (3 lecture hours)
Building construction financing and related contract requirements includes construction loans, permanent building mortgages, construction bids and contracts, penalty and incentive provisions, progress payments and retention, escalation provision, cost extras, performance and bid bonds, company profits, cash flow, business loans and insurance.

BCT 2705 CONSTRUCTION SUPERVISION PROCEDURE (AS)
3 credits (3 lecture hours)
Examines techniques of supervision and management of skilled and unskilled personnel on the job site, office personnel and technical and professional individuals includes problems of delegation of authority, accountability, morale, motivation, grievances, human relations, leadership and incentive.

BCV 0800 PAINTER APPRENTICESHIP I (PSAV)
78 clock hours
Course provides general jobsite safety, emergency procedures including first aid and CPR, ergonomics, math and trade terminology review, labor history.

BCV 0801 PAINTER APPRENTICESHIP II (PSAV)
126 clock hours
Course continues with trade tools, identity, use, and care. This course provides an introduction to respiratory protection and a pulmonary function test and employability skills.

BCV 0802 PAINTER APPRENTICESHIP III (PSAV)
78 clock hours
Course provides identification and use of materials of the trade. This course provides an introduction to color mixing and matching and relationship to decorating

BCV 0803 PAINTER APPRENTICESHIP IV (PSAV)
126 clock hours
Course provides identification and use of ladders and scaffolding. This course provides an introduction to decorative applications.

BCV 0804 PAINTER APPRENTICESHIP V (PSAV)
78 clock hours
Course covers surface preparation and coating applications.

BCV 0805 PAINTER APPRENTICESHIP VI (PSAV)
126 clock hours
Course covers surface preparation and coating applications and blueprint reading.

BCV 0806 PAINTER APPRENTICESHIP VII (PSAV)
78 clock hours
Course covers wall-covering application.

BCV 0807 PAINTER APPRENTICESHIP VIII (PSAV)
126 clock hours
Course covers advanced decorative applications, drywall operations and entrepreneurship.

BCV 0811 CARPENTRY APPRENTICESHIP I (PSAV)
90 clock hours
Demonstrate basic knowledge of the construction industry, including shop, occupational and employability skills, characteristics of lumber, proper handling and storage of materials, basic mathematics and science skills for carpentry. Utilize hand and power tools, read blueprints, set up and use a transit and builder's level, perform site preparation, form construction and layout activities. Demonstrate knowledge of structural shoring.

BCV 0812 CARPENTRY APPRENTICESHIP II (PSAV)
90 clock hours
Read, understand, and interpret C.F.R. 1926 Subpart L (scaffold regulations). Scaffold qualification, basic mathematics for carpentry, communication skills, basic science and employability skills. Tie knots and explain basic rigging equipment. Solve basic math problems. First aid/CPR.

BCV 0813 CARPENTRY APPRENTICESHIP III (PSAV)
90 clock hours
All aspects of commercial, residential, and industrial wood framing are presented.

BCV 0814 CARPENTRY APPRENTICESHIP IV (PSAV)
90 clock hours
Demonstrate knowledge in structural metal stud construction.

BCV 0815 CARPENTRY APPRENTICESHIP V (PSAV)
90 clock hours
Interior systems, metal studs, drywall hanging and finishing, acoustical ceilings and computer floors.

BCV 0816 CARPENTRY APPRENTICESHIP VI (PSAV)
90 clock hours
Door hanging and adjusting, finished hardware installation, interior, and exterior wood and concrete stairs are presented.

BCV 0817 CARPENTRY APPRENTICESHIP VII (PSAV)
90 clock hours
Blueprint reading estimating. Advanced molding installation in difficult situations.

BCV 0818 CARPENTRY APPRENTICESHIP VIII (PSAV)
90 clock hours
Machine woodworking and cabinetry are presented.

BCV 0820 TILE SETTER APPRENTICESHIP I (PSAV)
78 clock hours
This course provides an introduction to general job site safety and emergency procedures including first aid and CPR; math and trade terminology; the use care and effective safe handling of tools and apparatus commonly used in tile setting.

BCV 0821 TILE SETTER APPRENTICESHIP II (PSAV)
126 clock hours
This course is a continuation of the first semester course and provides instruction in proper tile setting materials, as well as the safe handling of additional tools and apparatus commonly used in tile setting.

BCV 0822 TILE SETTER APPRENTICESHIP III (PSAV)
78 clock hours
This course is a mid-level training course for students who are in their second year of tile setting apprenticeship. It provides continued development in the application of tile setting on walls, as well as the appropriate use of measurement and levels.

BCV 0823 TILE SETTER APPRENTICESHIP IV (PSAV)
126 clock hours
This course is a mid-level training course for students who are in their second year, second semester of tile setting apprenticeship. It introduces the students to building a curb and floating a shower floor, setting tile with glue or mastic, grouting tile of different widths, laying out and setting large tile with accuracy and cleaning of tile with solutions. Continued development will be provided in the appropriate methods of measurement and levels, as well as keeping walls level and plumb.

BCV 0824 TILE SETTER APPRENTICESHIP V (PSAV)
78 clock hours
This course is an advanced training course for students who are in their third year of tile setting apprenticeship. It provides advanced skill development in tile setting, as well as blueprint reading and estimating. Instruction in Red Cross first aid will be provided.

BCV 0825 TILE SETTER APPRENTICESHIP VI (PSAV)
126 clock hours
This course is for advanced tile setting apprentices who are in their third year, second semester. It provides advanced skill development in tile setting including cutting and installing marble on walls and floors, as well as continued proficiency in blueprint reading. Students who successfully complete this semester will be promoted to journeyman tile setter.

BCV 0842 BRICKLAYER APPRENTICESHIP I (PSAV)
78 clock hours
This course provides in introduction to general job site safety and emergency procedures including first aid and CPR; math and trade terminology; the use, care, and effective safe handling of tools and apparatus commonly used in bricklaying.

BCV 0843 BRICKLAYER APPRENTICESHIP II (PSAV)
126 clock hours
This course is a continuation of the first semester course and provides instruction in the mix and use of mortar with application to brick; instruction in trade building materials, as well as the safe handling of additional tools and apparatus commonly used in bricklaying.

BCV 0844 BRICKLAYER APPRENTICESHIP III (PSAV)
78 clock hours
This course is a mid-level training course for students who are in their second year of bricklaying apprenticeship. It provides continued development in bricklaying, as well as the appropriate use of masonry tools, measurement and levels and the proper mix and use of bonds.

BCV 0845 BRICKLAYER APPRENTICESHIP IV (PSAV)
126 clock hours
This course is a mid-level training course for students who are in their second year, second semester of bricklaying apprenticeship. It introduces the students to bricklaying on reinforced walls, cavity walls with wall ties, as well as the cutting and laying of a bonded flat arch. Continued development will be provided in the appropriate methods of measurement and levels.

BCV 0846 BRICKLAYER APPRENTICESHIP V (PSAV)
78 clock hours
This course is an advanced training course for students who are in their third year of bricklaying apprenticeship. It provides advanced skill development in bricklaying, as well as blueprint reading and construction site building lines. Instruction in first aid will be provided.

BCV 0847 BRICKLAYER APPRENTICESHIP VI (PSAV)
126 clock hours
This course is for advanced bricklaying apprentices who are in their third year, second semester. It provides advanced skill development in bricklaying, including building chimneys, fireplaces, arches, groins and columns, as well as continued proficiency in blueprint reading. Students who successfully complete this semester will be promoted to journeyman bricklayer.

BCV 0850 PLUMBER APPRENTICESHIP I (FIRST YEAR – TERM A) (PSAV)
72 clock hours
Term A covers the essentials of law and careers related to plumbing, tools, pipes and fittings used in plumbing installation, safety and hazardous materials training and review of basic mathematics and sciences applied to the plumber's trade.

BCV 0852 PLUMBER APPRENTICESHIP II (FIRST YEAR – TERM B) (PSAV)
72 clock hours
Continues first year of apprenticeship program with an overview of installation practices of plumbing fixtures, faucets and valves. First aid, occupational safety and health, blueprint reading, and sketching are covered.

BCV 0853 PLUMBER APPRENTICESHIP III (SECOND YEAR – TERM A) (PSAV)
72 clock hours
Begins second year of program. Classroom instruction continues plumbing installation techniques including water pipes, distribution systems, water heaters, sewage, and drainage fixtures are covered. Applied mathematics continues to build on concepts covered in the first-year courses.

BCV 0854 PLUMBER APPRENTICESHIP IV (SECOND YEAR – TERM B) (PSAV)
72 clock hours
Continues the second year of the program. Welding techniques and safety are continued from the previous course including soldering, brazing and cutting, metal-arc and oxy-acetylene welding and pipe tacking. Plumbing installation techniques are continued covering sewage pumps and ejectors, venting and hangers. The scientific concepts of water and water pressure are related to plumbing. Rigging and hoisting techniques and safety are reviewed.

BCV 0855 PLUMBER APPRENTICESHIP V (THIRD YEAR – TERM A) (PSAV)
72 clock hours
Begins the third year of the program. Introduces residential and commercial installation of plumbing fixtures and appliances, more on mathematical concepts commonly used by plumbers and emphasis on gas codes for installation, inspection and testing.

BCV 0856 PLUMBER APPRENTICESHIP VI (THIRD YEAR – TERM B) (PSAV)
72 clock hours
Covers further topics in applied mathematics including calculations of tank capacities, volume and weight of water, sizing storm drains and piping expansion. Advanced applied scientific topics include heat transfer, basic electricity, electric current, electrical safety and electrical troubleshooting. Advanced structural blueprint reading including floor plans, site plans, plumbing, electrical, HVAC, and detail plans.

BCV 0857 PLUMBER APPRENTICESHIP VII (FOURTH YEAR – TERM A) (PSAV)
72 clock hours
Fourth-year course in the program begins repair and servicing of residential, commercial, institutional and industrial fixtures and piping systems. Mathematical concepts are advanced using formulas and tables to calculate pipe and system sizing. Heating systems are covered including hot water boilers, steam boiler, hydronic, warm air, solar and humidification systems.

BCV 0858 PLUMBER APPRENTICESHIP VIII (FOURTH YEAR – TERM B) (PSAV)
72 clock hours
Final semester in the four-year program continues the science applications related to pumps and pump repair and maintenance. Advanced blueprint reading, sketching and material take-off and estimates are covered. Plumbing codes are emphasized including regulations regarding sanitary drainage systems, medical facility plumbing, private sewage disposal, portable water supply pumps for mobile homes and trailer parks.

BCV 0859 PLUMBER APPRENTICESHIP IX (FIFTH YEAR – TERM A) (PSAV)
72 clock hours
This course provides related certification for backflow test and repair. Also skills taught for medical gas installer, brazier and nuclear valve technician. This course provides job foreman and leadership training.

BCV 0860 PLUMBER APPRENTICESHIP X (FIFTH YEAR – TERM B) (PSAV)
72 clock hours
This course provides continued related certification for backflow testing and repair. Also skills training for medical gas installer and nuclear valve technician are covered. The course provides further training for job foreman and leadership.

BCV 0871 APPRENTICESHIP IN RESIDENTIAL WIRING I (FIRST YEAR – FIRST COURSE) (PSAV)
72 clock hours
This course provides an introduction to general jobsite safety, emergency procedures including first aid and CPR, proper tool identification and use, basic rigging and digging techniques and introduction to construction blueprints and basic shop math.

BCV 0872 APPRENTICESHIP IN RESIDENTIAL WIRING II (FIRST YEAR – SECOND COURSE) (PSAV)
72 clock hours
This course provides an introduction to the National Electrical Code (NEC) and its application to residential wiring. An understanding of the various types of standard and special circuits and wiring load calculation and installation techniques will be included. Selection of conduit, wire, boxes, and cable trays are emphasized.

BCV 0873 APPRENTICESHIP IN RESIDENTIAL WIRING III (SECOND YEAR – SECOND COURSE) (PSAV)
72 clock hours
This course provides an introduction to AC theory, AC circuits, single and three phase circuits and systems. Generation of AC power, transformers, various AC motors will also be examined. This is the third course in the apprenticeship sequence.

BCV 0874 APPRENTICESHIP IN ELECTRICAL WIRING IV (SECOND YEAR – SECOND COURSE) (PSAV)
72 clock hours
This course provides theory of basic DC circuits as applied to residential wiring and controls. Math concepts and theory for Ohm's Law, Watts' Law and introduction to Kirchoff's Laws are covered. Series and parallel circuits, magnetism, DC motors/generators and controls are covered. This is the fourth course in the apprenticeship sequence.

BCV 0875 APPRENTICESHIP IN ELECTRICAL WIRING V (THIRD YEAR – FIRST COURSE) (PSAV)
72 clock hours
This course is first part of a two-course sequence dealing with building plans, basic calculations of source and loads, selection of materials, layout and installation of circuits for commercial buildings.

BCV 0876 APPRENTICESHIP IN ELECTRICAL WIRING VI (THIRD YEAR – SECOND COURSE) (PSAV)
72 clock hours
This course is second part of a two-course sequence dealing with building plans, basic calculations of source and loads, selection of materials, layout and installation of circuits for commercial buildings.

BCV 0877 APPRENTICESHIP IN ELECTRICAL WIRING VII (PSAV)
72 clock hours
This course is the first part of a two-course sequence dealing with the general principles of motor control and maintenance and AC/DC theory as it relates to motor. This is the seventh course in the apprenticeship sequence.

BCV 0878 APPRENTICESHIP IN ELECTRICAL WIRING VIII (FOURTH YEAR – SECOND COURSE) (PSAV)
72 clock hours
This course is the second part of a two-course sequence dealing with the general principles of motor control and maintenance and AC/DC theory as it relates to motors. This course includes an in- depth review of electrical theory and calculations. This is the eighth course in the apprenticeship sequence.

BCV 0879 ELECTRICAL APPRENTICESHIP IX (FIFTH YEAR – FIRST COURSE) (PSAV)
72 clock hours
This program provides an introduction to fire alarm systems, applications, installation and codes and standards. This course provides an introduction to instrumentation, process control, telephone wiring, and high voltage testing.

BCV 0880 ELECTRICAL APPRENTICESHIP X (FIFTH YEAR – SECOND COURSE) (PSAV)
72 clock hours
This program provides an introduction to air conditioning/ refrigeration fundamentals, installation of basic security systems, installing and proper use of programmable controllers, also included; applying the NEC for code calculations.

BCV 0890 PLASTERER APPRENTICESHIP I (PSAV)
78 clock hours
This course provides in introduction to general job site safety and emergency procedures including first aid and CPR; math and trade terminology; the use care and effective safe handling of tools and apparatus commonly used in plastering.

BCV 0891 PLASTERER APPRENTICESHIP II (PSAV)
126 clock hours
This course is a continuation of the first semester course and provides instruction in proper plastering bases, as well as the structure and preparation of materials; instruction in trade building materials, as well as the safe handling of additional tools and apparatus commonly used in plastering.

BCV 0892 PLASTERER APPRENTICESHIP III (PSAV)
78 clock hours
This course is a mid-level training course for students who are in their second year of plastering apprenticeship. It provides continued development in the application of plastering finishes, as well as the appropriate use of measurement and levels.

BCV 0893 PLASTERER APPRENTICESHIP IV (PSAV)
126 clock hours
This course is a mid-level training course for students who are in their second year, second semester of plastering apprenticeship. It introduces the students to lime putty mix, applying a finish coat, building and veneering a three-sided booth and building and brown-coating a three-sided booth. Continued development will be provided in the appropriate methods of measurement and levels, as well as keeping walls level and plumb.

BCV 0894 PLASTERER APPRENTICESHIP V (PSAV)
78 clock hours
This course is an advanced training course for students who are in their third year of plastering apprenticeship. It provides advanced skill development in plastering, as well as blueprint reading and estimating. Instruction in Red Cross first aid will be provided.

BCV 0895 PLASTERER APPRENTICESHIP VI (PSAV)
126 clock hours
This course is for advanced plastering apprentices who are in their third year, second semester. It provides advanced skill development in plastering including cut brick and imitation stone, making templates for lime putty cornices and projects, application of interior and exterior plastering on all surfaces, as well as continued proficiency in blueprint reading. Students who successfully complete this semester will be promoted to journeyman plasterer.

BCV 0940 R PLUMBER APPRENTICESHIP CO-OP I (PSAV)
273 clock hours
A coordinated work-study program reinforcing the educational and professional growth of students through parallel involvement in classroom studies and field experience is provided. Students and their coordinator determine the objectives for the on-the-job assignment. Students are then evaluated by their immediate supervisor on the accomplishment of the stated objectives.

BCV 0941 R PLUMBER APPRENTICESHIP CO-OP II (PSAV)
300 clock hours
Continues the field experience part of the Plumber Apprenticeship program. A directed work-study program, same as BCV 0940 R.

BCV 0942 R PLUMBER APPRENTICESHIP CO-OP III (PSAV)
273 clock hours
Continues the field experience of students in the Plumber Apprenticeship program. Coordinated, directed work-study objectives emphasize work safety in caulking cast iron pipe.

BCV 0943 R PLUMBER APPRENTICESHIP CO-OP IV (PSAV)
300 clock hours
Completes the second year of the Plumber Apprenticeship program. It continues the directed work-study experience of the apprenticeship introducing drainage piping and blueprint reading and layout.

BCV 0944 R PLUMBER APPRENTICESHIP CO-OP V (PSAV)
273 clock hours
Continues the Plumber Apprenticeship program. Venting, pipe cutting, reaming, threading and flanging are taught including use of power tools and safety.

BCV 0945 R PLUMBER APPRENTICESHIP CO-OP VI (PSAV)
300 clock hours
Continues the Plumber Apprenticeship program by providing directed work-study experience in hot and cold water systems in domestic installations.

BCV 0946 R PLUMBER APPRENTICESHIP CO-OP VII (PSAV)
273 clock hours
Continues the directed work-study portion of the Plumber Apprenticeship program with emphasis on gas systems applications, safety, and code requirements.

BCV 0947 R PLUMBER APPRENTICESHIP CO-OP VIII (PSAV)
300 clock hours
Final directed work-study sequence in the four-year Plumber Apprenticeship program. This course trains the student in single fixture and water heater systems installation.

BCV 0948 R PLUMBER APPRENTICESHIP CO-OP IX (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0949 R PLUMBER APPRENTICESHIP CO-OP X (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0950 R ELECTRICAL APPRENTICESHIP CO-OP I (PSAV)
273 clock hours
This is a coordinated work-study program that reinforces the educational and professional growth of students through parallel involvement in classroom studies and field experience in the electrical trade. Students and their coordinator determine the objectives for the on-the-job assignment. The students are then evaluated by their immediate supervisor on the accomplishment of the stated objectives.

BCV 0951 R ELECTRICAL APPRENTICESHIP CO-OP II (PSAV)
300 clock hours
This course continues the field experience part of the Electrical Apprenticeship program. It is a coordinated, directed work-study program reinforcing classroom instruction in the electrical trade. The student and field coordinator determine the objectives for the on- the-job assignment and the student is evaluated according to the objectives.

BCV 0952 R ELECTRICAL APPRENTICESHIP CO-OP III (PSAV)
273 clock hours
This is a coordinated work-study program that reinforces the educational and professional growth of students through parallel involvement in classroom studies and field experience in the electrical trade. Students and their coordinator determine the objectives for the on-the-job assignment. The students are then evaluated by their immediate supervisor on the accomplishment of the stated objectives.

BCV 0953 R ELECTRICAL APPRENTICESHIP CO-OP IV (PSAV)
300 clock hours
This course continues the field experience part of the Electrical Apprenticeship program. It is a coordinated, directed work-study program reinforcing classroom instruction in the electrical trade. The student and field coordinator determine the objectives for the on- the-job assignment and the student is evaluated according to the objectives.

BCV 0954 R ELECTRICAL APPRENTICESHIP CO-OP V (PSAV)
273 clock hours
This course continues the third year of the Electrical Apprenticeship work-study experience by providing work experience in installing and servicing commercial wiring systems. Field activities are coordinated with classroom activities to provide students the opportunity to apply their knowledge and gain hands on skills. (Repeatable two terms)

BCV 0955 R ELECTRICAL APPRENTICESHIP CO-OP VI (PSAV)
300 clock hours
This course continues the Electrical Apprenticeship OJT experiences over the summer when classroom training is not offered.

BCV 0956 R ELECTRICAL APPRENTICESHIP CO-OP VII (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum.

BCV 0957 R ELECTRICAL APPRENTICESHIP CO-OP VIII (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum.

BCV 0958 R ELECTRICAL APPRENTICESHIP CO-OP IX (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0959 R ELECTRICAL APPRENTICESHIP CO-OP X (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0960 R BRICKLAYER APPRENTICESHIP CO-OP I (FIRST YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0961 BRICKLAYER APPRENTICESHIP CO-OP II (FIRST YEAR – SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0962 R BRICKLAYER APPRENTICESHIP CO-OP III (SECOND YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0963 R BRICKLAYER APPRENTICESHIP CO-OP IV (SECOND YEAR – SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0964 R BRICKLAYER APPRENTICESHIP CO-OP V (THIRD YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0965 R BRICKLAYER APPRENTICESHIP CO-OP VI (THIRD YEAR – SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0966 R CARPENTRY APPRENTICESHIP CO-OP I (FIRST YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0967 R CARPENTRY APPRENTICESHIP CO-OP II (FIRST YEAR – SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0968 R CARPENTRY APPRENTICESHIP CO-OP III (SECOND YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0969 R CARPENTRY APPRENTICESHIP CO-OP IV (SECOND YEAR – SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0970 R CARPENTRY APPRENTICESHIP CO-OP V (THIRD YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0971 R CARPENTRY APPRENTICESHIP CO-OP VI (THIRD YEAR – SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0972 R CARPENTRY APPRENTICESHIP CO-OP VII (FOURTH YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0973 R CARPENTRY APPRENTICESHIP CO-OP VIII (FOURTH YEAR – SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0976 R PLASTERER APPRENTICESHIP CO-OP I (FIRST YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0977 R PLASTERER APPRENTICESHIP CO-OP II (FIRST YEAR – SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0978 R PLASTERER APPRENTICESHIP CO-OP III (SECOND YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0979 R PLASTERER APPRENTICESHIP CO-OP IV (SECOND YEAR – SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0980 R PLASTERER APPRENTICESHIP CO-OP V (THIRD YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0981 R PLASTERER APPRENTICESHIP CO-OP VI (THIRD YEAR – SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0982 R TILE SETTER CO-OP I (FIRST YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0983 R TILE SETTER APPRENTICESHIP CO-OP II (FIRST YEAR – SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0984 R TILE SETTER CO-OP III (SECOND YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0985 R TILE SETTER APPRENTICESHIP CO-OP IV (SECOND YEAR – SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0986 R TILE SETTER CO-OP V (THIRD YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0987 R TILE SETTER APPRENTICESHIP CO-OP VI (THIRD YEAR – SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0998 R PAINTER APPRENTICESHIP COOP I (PSAV)
273 clock hours
Coordinated work-study program through parallel involvement in classroom studies and field experience. Students and their coordinator develop objectives for on-the-job assignments.

BCV 0988 R PAINTER APPRENTICESHIP CO-OP I (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0989 R PAINTER APPRENTICESHIP CO-OP II (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0990 R PAINTER APPRENTICESHIP CO-OP III (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0991 R PAINTER APPRENTICESHIP CO-OP IV (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0992 R PAINTER APPRENTICESHIP CO-OP V (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0993 R PAINTER APPRENTICESHIP CO-OP VI (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BCV 0994 R PAINTER APPRENTICESHIP CO-OP VII (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period

BCV 0995 R PAINTER APPRENTICESHIP CO-OP VIII (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

BOT 1010 GENERAL BOTANY I (AA)
3 credits (3 lecture hours)
Prerequisites: BSC 1010 and BSC 1010L; Corequisite: BOT 1010L
Introductory survey of the plant kingdom with emphasis on phylogenetic relationships includes cytology, morphology, anatomy, physiology and economic importance of plants. A grade of C or higher is required for this course to be used as a General Education course.

BOT 1010L GENERAL BOTANY I LABORATORY (AA)
1 credit (2 lab hours)
Prerequisites: BSC 1010 and BSC 1010L; Corequisite: BOT 1010
Laboratory exercises correlating topics of the lecture. A grade of C or higher is required for this course to be used as a General Education course.

BSC 1005 CONCEPTS IN BIOLOGY (AA)
3 credits (3 lecture hours)
For non-science and elementary education majors only. This course is designed to give students an understanding of the major biological concepts. Lectures and discussions focus on how and understanding of biological concepts is relevant to environmental, social and ethical issues. A grade of C or higher is required for this course to be used as a General Education course. Note: This course cannot be used to satisfy degree requirements by students who already have credit in BSC 1010.

BSC 1010 PRINCIPLES OF BIOLOGY (AA)
3 credits (3 lecture hours)
Corequisite: BSC 1010L
An introduction to biology, cellular biology, biochemistry, genetics, and evolution is provided. This course is intended for science and pre- professional majors. A grade of C or higher is required for this course to be used as a General Education course. Students planning to take BSC 1011 and BSC 1010L should take both BSC 1010 and BSC 1010L.

BSC 1010L PRINCIPLES OF BIOLOGY LABORATORY (AA)
1 credit (2 lab hours)
Prerequisites or corequisites: BSC 1010 or BSC 1005
Laboratory studies in biochemistry, physiology, genetics, and histology are provided. A grade of C or higher is required for this course to be used as a General Education course.

BSC 1011 PRINCIPLES OF BIOLOGY II (AA)
3 credits (3 lecture hours)
Prerequisites: BSC 1010 and BSC 1010L; Corequisite: BSC 1011L
This course is the second of a two-semester sequence introducing science and pre-professional majors to biological principles including a study of the five kingdoms, population dynamics and ecology. A grade of C or higher is required for this course to be used as a General Education course.

BSC 1011L PRINCIPLES OF BIOLOGY II LAB (AA)
Prerequisites: BSC 1010 and BSC 1010L; Corequisite: BSC 1011
This course is the laboratory component of the second of a two-semester sequence introducing science and pre-professional majors to biological principles including the five kingdoms, population dynamics and ecology. A grade of C or higher is required for this course to be used as a General Education.

BSC 1050 ENVIRONMENTAL CONSERVATION (AA)
3 credits (3 lecture hours)
This course integrates and correlates the features of the natural environment with man's activities. It identifies many of the ecological problems man is confronting now and will in the future. Field trips and projects may be required. A grade of C or higher is required for this course to be used as a General Education course. Honors sections available.

BSC 1050 HONORS ENVIRONMENTAL CONSERVATION (AA)
3 credits (3 lecture hours)
Prerequisite: Cumulative GPA 3.5
Honors components included in this course version.

BSC 1085 ANATOMY AND PHYSIOLOGY I (AA)
3 credits (3 lecture hours)
Corequisite: BSC 1085L
An introduction to the structure and functions of the human body is provided. Topics include chemistry, histology, and study of the integumentary, skeletal, muscular and nervous systems. A grade of C or higher is required for this course to be used as a General Education course

BSC 1085L ANATOMY AND PHYSIOLOGY I LAB (AA)
1 credit (3 lab hours)
Corequisite: BSC 1085
This laboratory accompanies BSC 1085. This course provides an introduction to the structure and functions of the human body. Topics cover histology and study of the integumentary, skeletal, muscular and nervous systems. A grade of C or higher is required for this course to be used as a General Education course.

BSC 1086 ANATOMY AND PHYSIOLOGY II (AA)
3 credits (3 lecture hours)
Prerequisite: BSC 1085, BSC 1085L; Corequisite: BSC 1086L
A continuation of BSC 1085, the circulatory, endocrine, digestive, excretory, respiratory, and reproductive systems of the body are studied. A grade of C or higher is required for this course to be used as a General Education course.

BSC 1086L ANATOMY AND PHYSIOLOGY II LAB (AA)
1 credit (3 lab hours)
Prerequisites: BSC 1085 and BSC 1085L; Corequisite: BSC 1086
This laboratory accompanies BSC 1086. It is an introduction to the structure and functions of the human body. Topics cover histology and study of Digestive, Cardiovascular, Respiratory, Urinary, and Reproductive System. A grade of C or higher is required for this course to be used as a General Education course.

BUL 2241 BUSINESS LAW I (AA)
3 credits (3 lecture hours)
This is an introductory course on the fundamental concepts of law in society and the business environment. Topics include state and federal court systems, common statutory law, administrative procedures and constitutional law with emphasis on torts, contracts, bailments, and sales (warranties and liabilities).

BUL 2242 BUSINESS LAW II (AA)
3 credits (3 lecture hours)
Continuation of BUL 2241 includes negotiable instruments (checks, drafts and notes), principal and agent, business associations (including proprietorships, partnerships and corporations), debtor-creditor relationships and real and personal property.

CCJ 1010 INTRODUCTION TO CRIMINOLOGY (AA)
3 credits (3 lecture hours)
Examines four interrelated areas: (1) history of criminology/ development of criminology; (2) causes of criminal behavior; (3) ways of defining and measuring crime and criminality; (4) methods for testing, examining, construction and criticizing criminological theories.

CCJ 1020 ADMINISTRATION OF CRIMINAL JUSTICE (AA)
3 credits (3 lecture hours)
Overview of the system of administration of justice with emphasis on due process, justice, and constitutional guarantees and civil rights of citizens and prisoners at various levels.

CCJ 1191 INTRODUCTION TO HUMAN BEHAVIOR AND THE CRIMINAL JUSTICE PRACTITIONER (AA)
3 credits (3 lecture hours)
This course provides a study of the nature and peculiarities of human behavior in direct relation to crime and delinquency with emphasis on how behavior relates to the duties and responsibilities of criminal justice practitioners in a democratic society.

CCJ 2500 JUVENILE DELINQUENCY (AA)
3 credits (3 lecture hours)
An introduction to causes and treatment of juvenile delinquency is provided. The organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile status and court procedures; methods in delinquency control; and special attention given to forms of family, church and community resources bearing on juvenile adjustment and preventive measures.

CCJ 2940C CRIMINOLOGY JUSTICE INTERN PROGRAM (AA)
4 credits (1 lecture hour, 9 lab hours)
Prerequisite: Sophomore students or others, determined by the instructor, based on course work or experience
Examines the functions and operations of local criminal justice agencies. Placements are available with police, courts and correctional agencies. Participants will be assigned, supervised and evaluated by the instructor and agency personnel.

CDO 0100 TRACTOR TRAILER DRIVER TRAINING (CDL A) (PSAV)
160 clock hours
The purpose of this course is to educate and prepare an individual, who has no previous tractor-trailer driving experience, for entry-level employment within the truck driving/transportation industry. Completion of this program will enable the student to obtain a Florida Commercial Driver's License A/B. Class A vehicle. A class A vehicle is defined as any combination of vehicles with a gross weight rating (GVWR) of 26,001 pounds or more provided the GVWR of the vehicle(s) being towed is more than 10,000 pounds.

CDO 0200 TRUCK AND BUS DRIVER TRAINING (CDL B) (PSAV)
120 clock hours
The purpose of this course is to prepare students for a Florida Commercial Driver's License (CDL) for Class B. (Vehicle description-any single vehicle with a gross vehicle weight rating (GVWR) of 26,001 pounds or more or any such vehicle towing a vehicle with a GVWR of 10,000 pounds or less). This course is 120 hours in length. The course will cover driving safely, transporting cargo and/or passengers, air brakes and hazardous materials.

CEN 2503 LOCAL AREA NETWORKS (AS)
3 credits (3 lecture hours)
Prerequisite: CEN 2522
This course is designed to provide the basics of managing a network operating system. Fundamental LAN concepts and strategies are explored.

CEN 2504 WIDE AREA NETWORKS (AS)
3 credits (3 lecture hours)
Prerequisite: CEN 2522
This course enhances network management skills of network administrators. Telecommunications services and concepts are examined to include duplexing, tariffs, carriers, and analog networks.

CEN 2507 TCP/IP AND NETWORK ADMINISTRATION (AS)
3 credits (3 lecture hours)
Prerequisite: CEN 2522
This course covers the tasks and develops skills necessary to create a solid strategy and design implementation and installation of local and wide area networks. Integration of popular network protocols is studied.

CEN 2522 NETWORK TECHNOLOGIES (AS)
3 credits (3 lecture hours)
This course includes the basic concepts of networking including transmission media, the OSI model, protocols and relationships between the parts of the network.

CEN 2524 NETWORK SERVICE AND SUPPORT (AS)
3 credits (3 lecture hours)
Prerequisite: CEN 2522
This course provides the skills to prevent, diagnose and resolve hardware-related problems in a network operating system.

CET 1123C MICROPROCESSORS (AS)
4 credits (3 lecture hours, 2 lab hours)
Prerequisite: CET 2112C
A comprehensive introduction to microprocessors and microprocessor based systems. Practical applications of the principles, ideas, and techniques presented will be emphasized. Lab work will include experiments featuring input and output ports, logic and arithmetic operations, interrupts and bus signals.

CET 1171C COMPUTER MAINTENANCE AND REPAIR (AS)
3 credits (2 lecture hours, 2 lab hours)
This course is designed to give the student hands on experience working with PCs. It will provide the student experience with the various techniques and procedures used to troubleshoot a micro-computer, and assist the student in preparing for the A+ Core Service Certification Examination.

CET 2112C LOGIC CIRCUITS (AS)
4 credits (3 lecture hours, 2 lab hours)
This course is a study of digital devices and systems included in SSI and MSI technology. Topics include number system; binary arithmetic; Boolean algebra and theorems; Karnaugh maps and other reduction techniques; basic AND, OR, NOT, NAND and NOR gates and FFs; counters; registers; arithmetic circuits; and multiplexors. In the lab, students construct logic blocks and small logic systems from the basic chips and test actual circuits against theory.

CGS 0003 MICROCOMPUTER FUNDAMENTALS (PSAV)
45 clock hours
The purpose of this course is to enhance the student skills in electronic office procedures and office software programs. This course will introduce students to computer hardware and equipment. E-mail, Internet, and computer ethics will also be covered.

CGS 0100 (CGS 0101) SOFTWARE APPLICATION I (PSAV)
200 clock hours
This course is an introduction to software applications in the areas of wordprocessing, databases, accounting, spreadsheets, desktop publishing and presentations. The course prepares students to test for proficient level mouse certification in Word97 and Excel97. Introduction to the history, use and ethics of the Internet and use of e-mail systems are presented.

CGS 0101 (CGS 0103) SOFTWARE APPLICATIONS II (PSAV)
200 clock hours
This course covers the advanced features of software applications in the areas of word processing, databases, accounting, spreadsheets, desktop publishing and presentations the course prepares students to test for expert level mouse certification in Word97, Excel97, Access97, and PowerPoint97. Internet software, protocols, diagnosing internet user problems and Web page production are presented. Topics will also include selection of the appropriate software for the task and installing and configuring software packages.

CGS 0260 (CGS 0250) HARDWARE/NETWARE CONCEPTS I (PSAV)
100 clock hours
This course is an introduction to computer hardware and networking concepts. The operation and maintenance of hardware components as well as installing and customizing operating systems and interpreting error messages are covered. Networking applications and topologies are introduced.

CGS 0263 (CGS 0251) HARDWARE/NETWARE CONCEPTS II (PSAV)
100 clock hours
This course places the student in a simulated work environment to gain experience in performing pc support specialist functions and responsibilities. Upon completion of this course, the student will have met industry standards for employment as a pc support specialist.

CGS 0949 PC SUPPORT SPECIALIST EXTERNSHIP (PSAV)
100 clock hours
This externship places the student in a pc support business office to gain practical experience in performing pc support services and responsibilities. Upon completion of this course, the student will have met industry standards for employment as a pc support specialist.

CGS 1060 PC STARTER (AS)
1 credit (1 lecture hour)
Introduces the computer novice to the personal computer (PC) designed to familiarize students with the keyboard, disks, printers, Windows and the major application software packages. A number of practical problems are solved during hands-on laboratory sessions.

CGS 1510 ELECTRONIC SPREADSHEET I (AS)
1 credit (1 lecture hour)
Prerequisite: CGS 1570 or OST 1831
Introductory course using a popular spreadsheet program covering the basics of spreadsheet design, development of spreadsheets and reviews suggested applications.

CGS 1511 ELECTRONIC SPREADSHEET II (AS)
1 credit (1 lecture hour)
Prerequisite: CGS 1570 or CGS 1510
This is the second course in the use of a popular spreadsheet program. This course expands on the concepts developed in the first course, CGS 1510.

CGS 1512 ELECTRONIC SPREADSHEET III (AS)
1 credit (1 lecture hour)
Prerequisite: CGS 1511
This is the third course in the spreadsheet sequence. In this course, the student learns to customize and automate spreadsheet applications.

CGS 1513 ELECTRONIC SPREADSHEETS (AS)
3 credits (3 lecture hours)
Prerequisite: CGS 1570 or OST 1831
Hands-on training with a popular electronic spreadsheet including entering text, numbers and formulas, retrieving, saving and erasing files, manipulating column widths and text alignment, absolute and relative addressing, insert and delete rows/columns, database functions and macros; same as CGS 1510/1511/1512.

CGS 1540 BEGINNING DATABASE CONCEPTS (AS)
1 credit (1 lecture hour)
Prerequisite: CGS 1570 or OST 1831
This is the first course in a three-course sequence. Students are introduced to data base concepts and capabilities. Simple database files are created and indexed; reports and forms are produced.

CGS 1541 INTERMEDIATE DATABASE CONCEPTS (AS)
1 credit (1 lecture hour)
Prerequisite: CGS 1540 or CGS 1570
This is the second course in a three-course sequence. Modular design, structural integrity and detailed reports and forms are created.

CGS 1543 DATABASE MANAGEMENT (AS)
3 credits (3 lecture hours)
Prerequisite: CGS 1570 or OST 1831
This course provides hands-on training in the use of a popular database program. Students will learn introductory through advanced database concepts.

CGS 1560 INTRODUCTION TO USING LAN OPERATING SYSTEM (AS)
1 credit (1 lecture hour)
Prerequisite: CGS 1060 or CGS 1570
This course is an introduction to the use of a specific computer operating system. It is not a course on the theory of operating systems. Any one of a number of operating systems may be studied, either single or multi-user. The hardware platform used may be a microcomputer, a minicomputer, a mainframe or a network of computer systems. Topics include: the establishment and management of system security and system access; the customization of the system environment; the optimization of system performance; the installation and the use of system peripherals; the management of file storage system; execution of the system editor; creation of system commands with the system control language; and the installation and use of applications.

CGS 1561 INSIDE THE PC (AS)
1 credit (1 lecture hour)
Designed for a non-technical approach to initially installing a personal computer and how to keep the system running efficiently throughout its life- cycle including maintaining the system, diagnosing common hardware problems, installing new software packages and upgrading the hardware.

CGS 1565 MICROCOMPUTER OPERATING SYSTEMS (AS)
3 credits (3 lecture hours)
Prerequisite: CGS 1570 or OST 1831
This course introduces the student to a variety of operating system platforms used in a microcomputer environment.

CGS 1570 MICROCOMPUTER APPLICATIONS (AA)
3 credits (3 lecture hours)
This course will enable students to utilize common microcomputer hardware and software typically used in the workplace. Practical hands-on assignments in the areas of word processing, spreadsheet, database, presentation graphics, telecommunications and multimedia, as they apply to the workplace, will be explored in the course.

CGS 2525 MULTIMEDIA PRESENTATIONS (AS)
3 credits (3 lecture hours)
Prerequisite: CGS 1570
This course will introduce the student to the use of multimedia in art, business, education, music and other areas. Multimedia objects will be created to include: graphics, audio, music, video and text. Presentations and tutorials will be created using a multimedia presentation/ authorizing system that will link multimedia objects to include graphics, audio, music, video and text.

CGS 2542 ADVANCED DATABASE CONCEPTS (AS)
1 credit (1 lecture hour)
Prerequisite: CGS 1541
This is the third course in a sequence. The emphasis is on structured design programming. Custom input screens are designed. Multiple files are linked and operated on.

CGS 2555 INTRODUCTION TO THE INTERNET (AA)
3 credits (3 lecture hours)
Prerequisite: CGS 1570
This course will prepare the student to work and study in contemporary society by developing skills in the electronic communications. Students will learn how to get connected to the Internet, perform research via the Internet and create a personal Web page.

CHD 1110 INFANTS/TODDLERS (AS)
3 credits (3 lecture hours)
Prepares the student for group care in center- based settings, for family-based day care or for home care of children.

CHD 1220 CHILD DEVELOPMENT, INFANCY/PRESCHOOL (AA)
3 credits (3 lecture hours)
Explores parenting in relation to fulfilling children's needs, child development and growth of the infant and preschool child; and covers emotional, intellectual, physical and social development; stages of childhood; communication process between adult and child; guidance approaches; health and safety; family structures; issues affecting the child and family; and community resources which provide parent education, family and children services and other related resources.

CHD 2800 CHILD-CARE FACILITY MANAGEMENT (AS)
3 credits (3 lecture hours)
All aspects of opening and operating a child-care facility will be explored. Guidelines will be set up for organizing child-care services; business management; personnel concerns; establishment and communication of policies; safety, nutrition and health and curriculum and equipment.

CHM 1015 PRINCIPLES OF CHEMISTRY (AA)
3 credits (3 lecture hours)
This course provides an introduction to principles of chemistry for students not needing an intensive course. It covers important concepts of general chemistry and progresses through elementary organic chemistry into certain areas of biochemistry. It includes chemistry relevant to health and the numerous chemical products in use today. A grade of C or higher is required for this course to be used as a General Education course. Special equipment required.

CHM 1015L PRINCIPLES OF CHEMISTRY LABORATORY (AA)
1 credit (2 lab hours)
Prerequisite or corequisite: CHM 1015
This course is a study of metric measurements, physical and chemical properties, elements and compounds and laboratory techniques and skills. Special fee required. A grade of C or higher is required for this course to be used as a General Education course. Special equipment required.

CHM 1040 GENERAL CHEMISTRY I (AA)
3 credits (3 lecture hours)
Prerequisite: MAT 1033
This is the first course of a three-course sequence. An introduction to the elementary principles of modern chemistry emphasizing structure and properties of matter, stoichiometry, nomenclature, and bonding is provided. (May be exempted by passing a waiver examination.) A grade of C or higher is required for this course to be used as a General Education course. Special equipment required.

CHM 1041 GENERAL CHEMISTRY II (AA)
3 credits (3 lecture hours)
Prerequisite: CHM 1040 or acceptable score on waiver examination and MAC 1105; Corequisite: CHM 1041
This is the second course of a three-course sequence. The topics emphasized include acids and bases, gases, states of matter, solutions, thermodynamics and nuclear chemistry. A grade of C or higher is required for this course to be used as a General Education course. Special equipment required.

CHM 1041L GENERAL CHEMISTRY II LABORATORY (AA)
1 credit (3 lab hours)
Prerequisite: CHM 1040 or acceptable score on waiver examination and MAC 1105; Corequisite: CHM 1041
An introduction to the experimental techniques and laboratory safety designed to demonstrate and complement the lectures in CHM 1040 and CHM 1041. Special fee required. Not offered at Belle Glade. A grade of C or higher is required for this course to be used as a General Education course. Special equipment required.

CHM 2046 GENERAL CHEMISTRY III (AA)
3 credits (3 lecture hours)
Prerequisites: CHM 1041 and MAC 1105
This is the third course of a three-course sequence. The topics emphasized include kinetics, equilibrium, ionic equilibria of acids, bases and salts and electrochemistry. Not offered at Belle Glade. A grade of C or higher is required for this course to be used as a General Education course. Special equipment required.

CHM 2046L GENERAL CHEMISTRY III LABORATORY (AA)
1 credit (3 lab hours)
Prerequisite: CHM 1041L; Corequisite: CHM 2046
This course is a continuation of CHM 1041L consisting of laboratory experiments and activities to complement the lecture topics in CHM 2046. Special fee required. Not offered at Belle Glade. A grade of C or higher is required for this course to be used as a General Education course. Special equipment required.

CHM 2210 ORGANIC CHEMISTRY I (AA)
3 credits (3 lecture hours)
Prerequisites: CHM 1041 and 1041L; Corequisite: CHM 2210L
First of a two-semester sequence covering fundamental concepts, nomenclature, synthesis and reactions of classes of organic compounds, with emphasis on molecular structure and reaction mechanisms. Not offered at Belle Glade. Special equipment required.

CHM 2210L ORGANIC CHEMISTRY I LABORATORY (AA)
1 credit (4 lab hours)
Prerequisites: CHM 1041 and CHM 1041L; Corequisite: CHM 2210
Laboratory portion of Organic Chemistry I. Introduction of organic laboratory principles and techniques: vacuum filtration; recrystallization; extraction; distillation; and chromatography. Boca Raton and Lake Worth only. Special fee required.

CHM 2211 ORGANIC CHEMISTRY II (AA)
3 credits (3 lecture hours)
Prerequisite: CHM 2210; Corequisite: CHM 2211L
Continuation of CHM 2210. The study of NMR aromatic compounds and other compounds containing oxygen and nitrogen. Not offered at Belle Glade. Special equipment required.

CHM 2211L ORGANIC CHEMISTRY II LABORATORY (AA)
1 credit (4 lab hours)
Prerequisites: CHM 2210 and 2210L; Corequisite: CHM 2211
This course is a continuation of CHM 2210L with more complex synthesis and introduction to IR and gas chromatography. Special fee required. Boca Raton and Lake Worth only.

CIS 2321 SYSTEMS AND APPLICATIONS (AS)
3 credits (3 lecture hours)
Prerequisite: CGS 1570
Utilizes system analysis techniques for the solution of business and information systems problems. A team approach is stressed throughout the course of study. Major topics include methods of system investigation, input/output design, system documentation, communication, system implementation, security, hardware selection and software selection. A case-study approach is utilized.

CJC 2350 ORGANIZATION AND ADMINISTRATION OF CORRECTIONAL FACILITIES (AA)
3 credits (3 lecture hours)
The organization of institutions is studied. Treatment, custody and support activities are examined as entities and in relation to each other. Custodial, classification, reception and orientation and release procedures are reviewed including planning programs for specialized behavioral problems of inmates.

CJC 2162 PRINCIPLES OF PROBATION AND PAROLE (AA)
3 credits (3 lecture hours)
Examines procedures associated with community-based treatment programs before and after incarceration including sentencing patterns, problems and procedures along with administrative policies. Supervision of probationers and parolees including individual treatment and counseling methods will be explored.

CJD 0520 PUBLIC SAFETY TELECOMMUNICATOR (DISPATCHER) (PSAV)
208 clock hours
This course is designed to prepare students for employment as a dispatcher for a fire, police, emergency medical service or rescue agency. This work includes dispatching fire, law enforcement and emergency medical services agencies. Certification as a telecommunicator will be available.

CJD 0704 CRIMINAL JUSTICE DEFENSIVE TACTICS (PSAV)
66 clock hours
Basic course in unarmed defense tactics to teach law enforcement officers how to protect themselves against armed and unarmed attackers, how to subdue and control them from point of contact to incarceration. Also included are transport methods, search techniques and custody responsibilities.

CJD 0705 CRIMINAL JUSTICE WEAPONS (PSAV)
57 clock hours
The effective use of the two basic weapons of a law enforcement agency in a safe effective manner is provided. Students are exposed to elementary chemical weapon use.

CJD 0715 PHYSICAL TRAINING (PSAV)
90 clock hours
This course introduces the student to the concept of fitness for living. Each student shall have the opportunity to evaluate one's self and engage in a planned program for fitness.

CJD 0723 CRIMINAL JUSTICE VEHICLE OPERATIONS (PSAV)
48 clock hours
Vehicle operations course covering how to maneuver vehicles in a safe and effective manner with emphasis on the driver, the vehicle, the driving environment, vehicle "pullovers," felony stops and basic operational skills and a driving pad.

CJD 0732 LAW ENFORCEMENT TRAFFIC (PSAV)
47 clock hours
Basic traffic-accident investigation with emphasis on traffic enforcement concept and techniques, control and direction, accident-scene management, skid-mark evidence and reporting procedures including information on organ/tissue donation and common alcohol violations and sobriety testing.

CJD 0741 EMERGENCY PREPAREDNESS (PSAV)
24 clock hours
Skills needed for riot and disturbance control and firefighting are studied and practiced. Includes methods of riot prevention, handling of unusual situations, hostage and emergency procedures.

CJD 1254L MEDICAL FIRST RESPONDER (AS)
1 credit (3 lab hours)
How to respond to a medical emergency and stabilize injuries until other medical help arrives. Includes how to respond to communicable diseases.

CJD 1700 CRIMINAL JUSTICE LEGAL I (AS)
3 credits (3 lecture hours)
An overview of the criminal justice system and history of law is presented. The foundation and basic components of law are studied, focusing on officer application. Court procedures and testimony are examined.

CJD 1701 CRIMINAL JUSTICE LEGAL II (AS)
3 credits (3 lecture hours)
Constitutional law and its application to the public and correctional officers are examined including evidence procedures, arrest laws, search and seizure and statutory laws common to police and correctional officers. Emphasis is on elements of crimes, civil law applications and civil and criminal liability of officers.

CJD 1702 CRIMINAL JUSTICE COMMUNICATIONS-CORRECTIONS (AS)
3 credits (3 lecture hours)
The report-writing process from interview, statement taking and note taking through the final report writing is covered with practical expository exercises. Interpersonal communications skills are covered along with radio and telephone procedures.

CJD 1703 INTERPERSONAL SKILLS I-CORRECTIONS (AS)
3 credits (2 lecture hours, 2 lab hours)
Human relations techniques and courtesy are addressed with emphasis on crime prevention. The needs of various groups within society are addressed including juveniles, the elderly, the physically handicapped, ethnic and cultural groups, the mentally ill, the developmentally delayed and substance abusers. Intervention techniques for situations including suicide, violence and other crises are studied. Stress management is included.

CJD 1713 INTERPERSONAL SKILLS I-LAW ENFORCEMENT (AS)
3 credits (2 lecture hours, 2 lab hours)
Human relations, techniques, and courtesy with emphasis on crime prevention are covered. The needs of groups within society are addressed including juveniles, the elderly, the physically handicapped, ethnic and cultural groups, the mentally ill, the developmentally delayed and substance abusers. Intervention techniques are studied including suicide, violence and other crises. Stress management is included.

CJD 1720 LAW ENFORCEMENT LEGAL III (AS)
2 credits (2 lecture hours)
This course of study explores the legal mechanics of law enforcement to include line-up and show-up, the law providing for stopping and frisking of citizens, juvenile laws, alcohol and tobacco statutes, crimes against public safety, personal and property rights, weapons and dangerous devices, traffic and licensing law and other legal considerations affecting patrol.

CJD 1721C LAW ENFORCEMENT PATROL (AS)
3 credits (2 lecture hours, 3 lab hours)
Skills and techniques needed by officers to perform patrol tactics and respond to various types of calls. Methods approach to high-risk situations is explored with practical exercises.

CJD 1724C LAW ENFORCEMENT INVESTIGATIONS (AS)
3 credits (2 lecture hours, 2 lab hours)
Investigation of crimes, including property crimes, narcotics offenses, vice, organized crime, terrorist activity, bombing incidents and death investigations from initial observation methods through processing crime scenes and case preparation.

CJD 1740 INTERPERSONAL SKILLS II-CORRECTIONS (AS)
3 credits (3 lecture hours)
Interpersonal skills needed by corrections officers to understand the incarcerated society are explored, with emphasis upon supervisory methods. Inmate adjustments and segments of society are studied. Includes studies of homosexuality, female inmates, deception and manipulation by inmates and institutional criminalities.

CJD 1742 CORRECTIONS OPERATIONS (AS)
3 credits (3 lecture hours)
The operation of correctional facilities including intake of new inmates, aspects of daily care and institutional procedures are emphasized.

CJD 1771 CORRECTIONS LEGAL II (AS)
1 credit (1 lecture hour)
Constitutional law and its application to the public and correctional officers are examined. Law, including evidence procedures, arrest laws, search and seizure, and various statutory laws that are common to police and correctional officers is studied. Emphasis is given to elements of various crimes. Various civil law applications are covered. Civil and criminal liability of officers is studied.

CJD 1772 CRIMINAL JUSTICE COMMUNICATIONS-CORRECTIONS (AS) (PSAV)
3 credits (2 lecture hours, 3 lab hours)
Introduces the student to the principles and rules of proper notetaking, taking statements, report writing, and familiarization with communications equipment, radio codes, telephone procedures, and interpersonal skills.

CJE 1300 POLICE ADMINISTRATION I (AA)
3 credits (3 lecture hours)
Covers administrative activity of a modern police department including administration, records, auxiliary services, recruitment, supervision, personnel evaluation, discipline, planning, and training.

CJE 1301 POLICE ADMINISTRATION II (AA)
3 credits (3 lecture hours)
Covers police department operations that are seen by the general public, including the patrol, traffic, juvenile, vice and detective divisions.

CJL 1062 INTRODUCTION TO CONSTITUTIONAL LAW (AA)
3 credits (3 lecture hours)
Introductory study of the United States Constitution and Florida Constitution presenting an in-depth analysis of constitutional law with emphasis on arrest, search and seizure, interrogations, self-incrimination and authority and limitations on police actions under the Bill of Rights.

CJL 2100 CRIMINAL LAW (AA)
3 credits (3 lecture hours)
Study of the scope, purpose, definition, and classification of crimes is provided. Includes criminal intent, acts of omission and commission and offenses against the person and property. Elements of more common offenses and their defense are studied in-depth.

CJL 2130 LAWS OF EVIDENCE (AA)
3 credits (3 lecture hours)
Examines evidence and rules governing admissibility of evidence to court and continues the study of the criminal justice system. Emphasis is on Florida laws of evidence and their application.

CJL 2403 LAW OF ARREST, SEARCH, AND SEIZURE (AA)
3 credits (3 lecture hours)
Covers right and duty to make arrests; obligations imposed by oath of officer; distinction between felony and misdemeanor; requisites of legal arrest in the Florida Penal Code; immunity from arrest, legal rights to suspect, techniques and procedures in effecting arrests; legal use of force, degree of force, rights of arrested persons; attitude and remarks of arresting officer; laws and regulations pertaining to search and hold for evidence or confiscation of property.

CJT 2100 CRIMINAL INVESTIGATION (AS)
3 credits (3 lecture hours)
This course is a survey of methods and techniques used by law enforcement officers in the investigation of crime. It emphasizes interrogation techniques, evidence, how to mark, preservation after discovery, fingerprints, tool marks, firearms identification, homicide, burglary, robbery and other crime-scene investigations, narcotics investigation, laboratory analysis of evidence, courtroom techniques and demeanor.

CJT 2140 INTRODUCTION TO CRIMINALISTICS (AS)
3 credits (3 lecture hours)
Prerequisite or corequisite: CJT 2100 or CCJ 2230
Introduces the capabilities of the crime laboratory. Selected laboratory experiments, scientific analysis, comparison procedures and identification processes of physical evidence such as tool markings, blood, hairs, fibers, drugs, chemicals, photographs, firearms and ballistic examinations will be accomplished.

CLP 2002 PERSONALITY DEVELOPMENT AND ADJUSTMENT (AA)
3 credits (3 lecture hours)
Prerequisite: PSY 2012
This course is a summary of the major personality theories. The course emphasizes an exposure to and analysis of the theories that explain personality and the effect of personality and individual and group behavior.

COP 1002 STRUCTURED PROGRAMMING (AA)
3 credits (3 lecture hours)
Prerequisite or corequisite: CGS 1570
Concepts of structured programming emphasizing use of control graphs, basic structures, logic structures using pseudocode and functional structure charts stressing program segmentation and top-down walk-through.

COP 1165C PROGRAMMING RPG 400 (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: COP 1002
RPG 400 (Report Program Generator) is a problem- oriented programming language to obtain data from single or multiple rules, perform calculations and table lookup and write reports and/or update files. Students will solve elementary to moderately complex business problems.

COP 1220 INTRODUCTION TO PROGRAMMING IN C (AA)
3 credits (3 lecture hours)
Prerequisites: COP 1002 and one other programming language
Introduction to the C language emphasizing use of structured design, problem design, algorithm design, coding, debugging, testing and documentation stressing program segmentation through utility development and top-down design.

COP 1332 VISUAL BASIC PROGRAMMING (AA)
3 credits (3 lecture hours)
Prerequisite: COP 1002
Visual BASIC is an introduction to problem solving and programming with an object-oriented, event-driven, high level programming language. The student should be able to read, understand and create Visual BASIC computer programs using modular programming techniques.

COP 2120C PROGRAMMING COBOL (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: COP 1002
COBOL (Common Business Oriented Language) is the programming language specifically designed to solve business problems. Emphasis is on programming skills, efficiency in structured programming. Students are required to write and execute programs for comprehensive business case studies.

COP 2121C COBOL APPLICATIONS (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: COP 2120C
A course designed to familiarize the student with the advanced capabilities of COBOL. Students will solve selected practical business applications using structured programming techniques. Emphasis is on file handling, tables, sorting, validation, and subroutines.

COP 2334 PROGRAMMING IN C++ (AA)
3 credits (3 lecture hours)
Prerequisite: COP 1220
An intermediate level programming course assumes knowledge of how to program in C. Emphasizes class data types, C++ functions, overloading, class inheritance, C++ I/O streams, object-oriented program design and program reusability.

COP 2341 UNIX OPERATING SYSTEM (AA)
3 credits (3 lecture hours)
Prerequisite: CGS 1570
This course is an introduction to the UNIX operating system. Topics include the use of the shell scripts, electronic mail, utilities, and editors and use of UNIX in the business/scientific programming environment.

COP 2800 PROGRAMMING IN JAVA (AA)
3 credits (3 lecture hours)
Prerequisite: COP 1220 or COP 2334
This course introduces the student to Java programming with a focus on object-oriented programming. Students will write Java Script. In addition, full Java applications will be written which can be used independent of HTML pages and independent of the Internet.

COP 2802 PROGRAMMING IN JAVA SCRIPT (AA)
2 credits (2 lecture hours)
Prerequisites: COP 1220 and COP 2822
This course is one of the major courses in preparation of a student to become certified as an Internet Webmaster or to receive an AA or an AS degree in Computer Networking. Topics will include the Java Script extensions to HTML, Java Script functions and objects and how Java Script can be used with Java applets to enhance Web pages. Further, the Java student will learn how to use Java Script to create and manage Internet Web pages so that many CGI server side requests may be processed at the client site.

COP 2822 WEB PAGE PROGRAMMING (AA)
3 credits (3 lecture hours)
Prerequisite: COP 1002. Knowledge of a graphical user interface program is desirable.
This course will introduce the student to Hypertext Markup Language, which is used on the Internet to create home pages on the World Wide Web.

COS 0200 COSMETOLOGY 1- INTRODUCTION (PSAV)
120 clock hours
This course is designed to provide instruction in school, classroom/ laboratory safety rules and procedures. It also provides an opportunity to learn competencies in hair shampooing and scalp treatments.

COS 0301 COSMETOLOGY 2 - HAIRCUTTING (PSAV)
120 clock hours
This course is designed to provide instruction in school, classroom/ laboratory safety rules and procedures. It also provides an opportunity to learn competencies in hair shaping and instruction in the selection of proper hair cutting, implements and proper style selection.

COS 0400 COSMETOLOGY 3 - STYLING (PSAV)
120 clock hours
This course is designed to provide instruction in school, classroom/ laboratory safety rules and procedures. It gives the student an opportunity to develop competencies in hairstyling.

COS 0600 COSMETOLOGY 5 - CHEMICALS (PSAV)
120 clock hours
This course is designed to provide instruction in school, classroom/ laboratory safety rules, and procedures. This course is designed to provide competencies in permanent waving, reconstruction, curl/chemical relaxing. Instruction in analyzing the hair, selection of approximate solutions and implements are also provided.

COS 0700 COSMETOLOGY 6 - HAIRCOLOR (PSAV)
120 clock hours
This course is designed to provide instruction in school, classroom/ laboratory safety rules and procedures. The student will also have an opportunity to develop competencies in all types of hair coloring and bleaching. This instruction includes analysis of hair and scalp, performance of predisposition test, selection of correct supplies and equipment.

COS 0870 COSMETOLOGY 4 - SALON MANAGEMENT (PSAV)
120 clock hours
This course is designed to provide the student with an opportunity to become familiar with competencies in employability, communication and math skills required to succeed in industry. It is also designed to provide the student with an overview of competencies in state board of cosmetology requirements and in the study of the cosmetology law and rules and regulations. The student will briefly review entrepreneurship competency.

CPO 2002 COMPARATIVE GOVERNMENTS (AA)
3 credits (3 lecture hours)
Prerequisite: POS 1001, POS 1041 or permission of instructor
Introduces the student to a comparative model for understanding diverse governmental institutions and political systems throughout the world. This includes a close look at numerous other governments, including a study of each nation's history, culture, constitution, governmental institutions, political process and domestic and foreign policies. Governments will be selected from different continents and from different political traditions, such as Great Britain, Germany, Russia, China, Japan, Brazil, South Africa and Iran. If possible, a voluntary field trip to EPCOT's World Showcase or international consulates in Miami may be planned. Requires a grade of C or higher to receive AA degree credit.

CRW 2000 CREATIVE WRITING (AA)
3 credits (3 lecture hours)
This course involves study of theory and practice in poetry and fiction, including collateral readings and extensive workshopping of students' own creative works. The class will critique students' works and considerable writing and rewriting required. Students prepare a final portfolio and learn how to submit works for publication.

CRW 2100 INTRODUCTION TO FICTION WRITING (AA)
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121
The course provides intensive study of the process of writing short fiction, including discussion of professional models to improve understanding of elements and techniques. A substantial portion of the course will be devoted to workshopping and critiquing student writing. Students submit a final portfolio and research the market for publication.

CRW 2200 SCREENWRITING (AA)
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121
This course provides intensive study of the process of writing for the screen. It includes discussing the work of professional screenwriters to learn elements of the writing process. A substantial portion of the course will be devoted to the discussion of student writing in a workshop setting.

CSP 0010 MANICURING, PEDICURING, AND NAIL EXTENSIONS (PSAV)
120 clock hours
This course is designed to provide instruction in school, classroom/ laboratory safety rules and procedures. This course is designed to provide competencies in manicuring and pedicuring and in applying artificial nails and nail wraps.

CSP 0011 SALON PRACTICE LAB 2 (PSAV)
120 clock hours
This course is designed to provide the student further instruction in safety rules, procedures and techniques in a salon atmosphere. In the lab all courses of cosmetology are evaluated as students learn to increase their speed, while sharpening their skills. All competencies, assignments, practical services and hours are completed as preparation is made to apply to the Florida department of business and professional regulation board of cosmetology for examination and licensure.

CSP 0013 NAIL SPECIALIST (PSAV)
240 clock hours
This course is designed to provide instruction in school, classroom/ laboratory safety rules and procedures. This course is designed to provide competencies in manicuring and pedicuring and in applying artificial nails and nail wraps.

CSP 0240 FACIALS (PSAV)
120 clock hours
This course is designed to provide instruction in school, classroom/ laboratory safety rules and procedures. This course is designed to provide the student with an opportunity to develop competencies in facials and makeup.

CSP 0260 FACIAL SPECIALIST (PSAV)
260 clock hours
This course is designed to provide competencies in European and American facials, hair removal (including Removatron Certification) lash/brow tinting, artificial lash application and spa treatments. Make-up techniques include career, evening, bridal/special events, and federal and state laws regarding salon private cosmetics and packaging.

CSP 0300 SALON PRACTICE LAB 1 (PSAV)
120 clock hours
This course is designed to provide the student instruction in safety rules, procedures and techniques in a salon atmosphere. In the lab all courses of cosmetology are evaluated as students learn to increase their speed, while sharpening their skills. All competencies, assignments, practical services and hours are completed as preparation is made to apply to the Florida department of business and professional regulation board of cosmetology for examination and licensure.

DAA 1050C FUNDAMENTALS OF RHYTHMICS (AA)
2 credits (1 lecture hour, 2 lab hours)
The basics of folk dance, square dance, and singing games are covered.

DAA 1100 MODERN DANCE I (AA)
1 credit (1 lecture hour)
This course is designed to give the student a knowledge of the fundamental skills of modern jazz techniques and various current styles.

DAA 1101 MODERN DANCE II (AA)
1 credit (1 lecture hour)
Prerequisite: DAA 1100
This course is designed to give the student a knowledge of the fundamental skills of modern jazz techniques and various current styles.

DAA 1200 BASIC BALLET I (AA)
2 credits (3 lab hours)
Consists of basic positions and fundamental barre exercises and the use of ballet vocabulary (French terms) stressing correct alignment and applying simple step combinations in center work.

DAA 1201 BASIC BALLET II (AA)
2 credits (3 lab hours)
Prerequisite: DAA 1200 or instructor permission required
This course is a continuation of DAA 1200.

DAA 1202 INTERMEDIATE BALLET I (AA)
3 credits (5 lab hours)
Prerequisite: DAA 1201
This course emphasizes development of strength and form for quickness of body-mind coordination. Most ballet steps are introduced. Applications of phrasing and quality of movement are stressed. Admission is by audition.

DAA 1203 INTERMEDIATE BALLET II (AA)
3 credits (5 lab hours)
Prerequisite: DAA 1202
This course is a continuation of DAA 1202.

DAA 1220 INTERMEDIATE POINTE I (AA)
1 credit (3 lab hours)
Corequisite: DAA 1202
This course is an introduction to fundamentals and exercises for the development of pointe technique. Class practical work, with outside projects, is required. Admission by audition.

DAA 1221 INTERMEDIATE POINTE II (AA)
1 credit (3 lab hours)
Prerequisite: DAA 1220; Corequisite: DAA 1203
This course is a continuation of DAA 1220.

DAA 1500 MODERN JAZZ DANCE (AA)
1 credit (2 lab hours)
This course is designed to give the student a knowledge of the fundamental skills of modern jazz techniques and various current styles.

DAA 1501 BASIC JAZZ (AA)
1 credit (2 lab hours)
This course is designed to give the student introductory knowledge of the fundamental skills of jazz techniques and various current styles.

DAA 1502 INTERMEDIATE JAZZ I (AA)
2 credits (3 lab hours)
Emphasis is on stylized percussive movement on a strong rhythmic base. A short dance sequence encompassing these skills is required. Admission is by audition.

DAA 1520 BASIC TAP I (AA)
2 credits (2 lecture hours)
This course is designed to give the student knowledge of the fundamental skills of tap dance techniques and various current styles.

DAA 1521 BASIC TAP II (AA)
2 credits (2 lecture hours)
This course is designed to continue the knowledge of the fundamental skills of tap dance techniques and various current styles started in DAA 1520.

DAA 2204 ADVANCED BALLET I (AA)
3 credits (5 lab hours)
Perfects the execution of classical ballet technique with emphasis on performing projection and audience communication. Stress is on aesthetic quality of movement and phrasing. Admission is by audition and permission of the instructor.

DAN 1600 MUSIC FOR DANCE (AA)
3 credits (3 lecture hours)
This course provides a connection of musical, structure and body movement through improvisational dance composition exercises. The basic elements of rhythm, tempo and meter will be studied. This course is intended for undergraduate dance majors and minors.

DEA 0130 RELATED DENTAL THEORY (PSAV)
32 clock hours
This course is designed to acquaint the dental auxiliary with various related topics having application in the field of dentistry. One topic discussed is microbiology, stressing pathogenic microorganisms. Oral pathology, both benign and malignant neoplasms, is explored. A familiarization of common drugs and medicaments, their toxicities and effects is also included. A knowledge of nutrition, with emphasis on the relationship to oral health, is presented. Finally, the body systems, their functions, and related diseases are identified in the format of student presentations. Lake Worth only.

DEA 0153 DENTAL PSYCHOLOGY AND COMMUNICATION (PSAV)
32 clock hours
This course is divided into two subject areas. The first subject area explores the study of the psychological factors that affect the dental patient's behavior, techniques to overcome fears and anxieties concerning dentistry and team building in the dental practice. The second subject area provides opportunities with oral and written communications. Lake Worth only.

DEA 0800 CLINICAL PRACTICE I (PSAV)
32 clock hours
This course is designed to continue the instruction in the fundamentals of clinical dental assisting. Included will be the working knowledge of all dental equipment, instruments, manipulation of dental materials, patient management and the application of four-handed dentistry in a clinical setting. Lake Worth only.

DEA 0800L CLINICAL PRACTICE I LAB (PSAV)
128 clock hours
This course will provide clinical application of the principles taught in DEA 0800 Clinical Practice I. In addition, the student has responsibilities in areas of radiology, sterilization, receptionist and clinical and office observations. Special fee required. Lake Worth only.

DEA 0801 CLINICAL PRACTICE II (PSAV)
32 clock hours
This course is a continuation of DEA 0800 and DEA 0800L Clinical Practice I. It will provide the dental assisting student a synopsis of the different dental specialties. This will include a more in-depth analysis of the theoretical and clinical application that makes each specialty unique. Lake Worth only.

DEA 0801L CLINICAL PRACTICE II LAB (PSAV)
256 clock hours
This course is a continuation of DEA 0800L Clinical Practice I Lab. It will provide clinical application of the principles taught in DEA 0801 Clinical Practice II. Lake Worth only.

DEA 0850 DENTAL ASSISTING CLINICAL PRACTICE III (PSAV)
16 clock hours
In the didactic portion of this course, a detailed overview of the key designated subject areas represented on the Dental Assisting National Board will be studied. A seminar will be scheduled to discuss the students' experiences in their externship and with their community service projects. Lake Worth only.

DEA 0940L DENTAL PRACTICUM I LABORATORY (PSAV)
24 clock hours
The objective of this course is to provide clinical experience in patient preparation for oral diagnosis. Students will have assigned responsibilities in the areas of patient recognition, charting, study models and radiology. The student will receive experience to interact effectively with the dentist and the patient. Lake Worth only.

DEA 0941L DENTAL PRACTICUM II (PSAV)
96 clock hours
The objective of this course is to provide detailed knowledge and advanced clinical experience in various intra-oral procedures. The student will be expected to follow patient treatment protocol via a comprehensive approach. The student will participate in delivery of care in a variety of settings both on and off campus.

DEH 1003 DENTAL HYGIENE INSTRUMENTATION (AS)
1 credit (1 lecture hour)
Recommended prerequisites: DES 1800, DES 1800L; Recommended corequisite: DEH 1003L
A competency-based course introducing the student dental hygienist to the theory and techniques of instrumentation that will be applied in a lab/clinical setting. Completion of the course competencies at minimum standard will allow the student to progress to Dental Hygiene I. Lake Worth only.

DEH 1003L DENTAL HYGIENE INSTRUMENTATION LAB (AS)
2 credits (l lab hours)
Recommended prerequisites: DES 1800, DES 1800L; Recommended corequisite: DEH 1003
A competency-based course introducing the student dental hygienist to the applications and techniques of instrumentation in a lab/clinical setting. Completion of course competencies at minimum standard will allow the student to progress to Dental Hygiene I. Lake Worth only.

DEH 1130 ORAL EMBRYOLOGY AND HISTOLOGY (AS)
1 credit (1 lecture hour)
Recommended prerequisite: DES 1020
A comprehensive study of the embryonic, fetal and postnatal development of the tissues and structures of the head and oral cavity and their relationship to the field of dentistry. Lake Worth only.

DEH 1800C DENTAL HYGIENE I (AS)
5 credits (1 lecture hour, 12 lab hours)
Recommended prerequisites: DEH 1003, DEH 1003L;
Recommended corequisites: DEH 2300, DES 1840
Basic theory, assessment techniques and dental hygiene principles will be introduced and applied through practical experiences in the clinical setting. Dental Hygiene care to the public is initiated through the delivery of preventive and therapeutic services. Students will be required to complete a specific number of dental prophylaxis in the clinic. Lake Worth only.

DEH 1802C DENTAL HYGIENE II (AS)
2 credits (1 lecture hour, 3 lab hours)
Recommended prerequisites: DEH 1800C, DEH 2300, DES 1830C, HUN 1201
This course is a continuation of Dental Hygiene I. The application of nutritional analysis will be introduced with the major emphasis on the application of dietary counseling in patient care management. Lake Worth only.

DEH 1811 DENTAL ETHICS AND JURISPRUDENCE (AS)
1 credit (1 lecture hour)
Recommended corequisite: DEH 2806C
Emphasis will be on discussion of current legal and ethical issues in dental hygiene practice. Topics will include professional ethics, dental law, risk management and standards of care. The Dental Practice Act as it governs the dental hygiene profession will be reviewed. Lake Worth only.

DEH 2300 PHARMACOLOGY (AS)
2 credits (2 lecture hours)
Recommended prerequisites: BSC 1085/1085L, BSC 1086/1086L, MCB 2010/2010L, CHM 1015
A comprehensive study of pharmacology as it relates to the field of Dentistry and Dental Hygiene.

DEH 2400 GENERAL AND ORAL PATHOLOGY (AS)
2 credits (2 lecture hours)
Recommended prerequisites: BSC 1085, BSC 1085L, BSC 1086, BSC 1086L, DES 1020, DEH 1130, MCB 2010, MCB 2010L
A comprehensive study of oral abnormalities and disease processes with emphasis on clinical identification. Lake Worth only.

DEH 2603 PERIODONTOLOGY (AS)
2 credits (2 lecture hours)
Recommended prerequisites: DEH 1800C, DEH 1802C;
Recommended corequisite: DEH 2804C
This course is a study of the etiology, classification and treatment of periodontal disease. Emphasis is on recognition and treatment of clinical disease states of the periodontium. Lake Worth only.

DEH 2701 COMMUNITY DENTISTRY (AS)
2 credits (2 lecture hours)
Recommended prerequisite: sophomore status
This course covers prevention and control of dental disease in the community through the study of biostatistics and epidemiology. Students will be responsible for assessing, planning, implementing and evaluating procedures in oral health community programs. Emphasis will also be placed on alternative practice settings in community dentistry for the dental hygiene practitioner.

DEH 2702L COMMUNITY DENTISTRY PRACTICUM (AS)
1 credit (2 lab hours)
Recommended prerequisites: sophomore status, DEH 2701
This course is designed to give Dental Hygiene students a series of professional experiences with the public at large. Emphasizing dental hygiene education of the public in an institutional setting using skills acquired in prerequisite course DEH 2701. Lake Worth only.

DEH 2804C DENTAL HYGIENE III (AS)
5 credits (1 lecture hour, 12 lab hours)
Recommended prerequisites: DEH 1802C, DEH 2300;
Recommended corequisite: DEH 2603
A continuation of the development and application of dental hygiene skills and knowledge in both theory and practice. Clinical participation will include off and on campus dental health facilities, with the application of new and current preventive therapies. A variety of different practice settings will be included. Lake Worth only.

DEH 2806C DENTAL HYGIENE IV (AS)
6 credits (1 lecture hour, 15 lab hours)
Recommended prerequisite: DEH 2804C; Recommended corequisite: DEH 1811
A continuation of the development and application of dental hygiene skills and knowledge in both theory and practice. Clinical participation will include off and on campus dental health facilities, with the application of new and current preventive therapies, as well as the remediable tasks delegated to the dental hygienist. Lake Worth only.

DEH 2807L DENTAL HYGIENE V: CLINICAL SKILLS UPDATE (AS)
2 credits (4 lab hours)
Prerequisite: Graduation from an American Dental Association accredited school of dental hygiene
This course is a special-skills update in clinical dental hygiene for the graduate dental hygienist. It is recommended for recent PBCC Dental Hygiene Program graduates preceding the State of Florida board examination for licensure. Lake Worth only.

DEH 2934 COMPROMISED AND PATIENT (AS)
1 credit (1 lecture hour)
Recommended prerequisite: DES 1840; Recommended corequisites: DEH 2603, DEH 2804C.
This course provides the dental hygiene student an understanding of the problems peculiar to patients with special needs or unusual health factors that may complicate routine care generally provided and special procedures involved to help the patient maintain optimum oral health. Lake Worth only.

DEP 2102 CHILD GROWTH AND DEVELOPMENT (AA)
3 credits (3 lecture hours)
Prerequisite: PSY 2012
Stressing the emerging self of the child, this course explores the physical, cognitive and psychosocial nature of children within a developmental perspective. This course encompasses major theories and research relevant to diverse populations of children and families. Observation of children from pre-school level through adolescence provides for application of theses theories.

DES 1020 DENTAL ANATOMY (AS)
3 credits (3 lecture hours)
This course is the study of the structure, morphology and function of the primary and permanent dentitions and head and neck anatomy. The direct correlation of dental procedures to human oral anatomy is emphasized. Lake Worth only.

DES 1100 DENTAL MATERIALS (AS)
2 credits (2 lecture hours)
Recommended corequisite: DES 1100L
This course is designed to acquaint the student with the physical and chemical properties of materials used in dental practice. Emphasis is placed on why specific materials are used, rather than solely upon manipulative techniques. Lake Worth only.

DES 1100L DENTAL MATERIALS LAB (AS)
1 credit (2 lab hours)
Recommended corequisite: DES 1100
The laboratory phase affords the student the opportunity to develop manipulative skills with the materials used within the auxiliaries' scope of dental practice and to evaluate the effects of specific materials in the oral environment. Lake Worth only.

DES 1200 DENTAL RADIOLOGY (AS)
2 credits (2 lecture hours)
Recommended corequisite: DES 1200L
A study of the nature, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing and mounting x-rays. Lake Worth only.

DES 1200L DENTAL RADIOLOGY LAB (AS)
1 credit (2 lab hours)
Recommended corequisite: DES 1200
Applications of techniques taught in dental radiology lecture as used in clinical practice. Lake Worth only.

DES 1600 OFFICE EMERGENCIES (AS)
1 credit (1 lecture hour)
A study of the symptoms, treatment and equipment necessary to provide adequate care for common office emergencies. Discussion and practice will include emergency preparedness, content of the emergency kit and vital signs. Emergency treatment and cautions for medical and dental emergencies will be studied, as well as common emergency drugs used. Lake Worth only.

DES 1800 INTRODUCTION TO CLINICAL PROCEDURES (AS)
3 credits (3 lecture hours)
Recommended corequisite: DES 1800
A study of basic medical/dental terminology, the history of dentistry and the theory and techniques of clinical procedures, including instrument design and patient/operator positioning, the oral exam, dental charting, instrument transfer and oral evacuation, polishing and pain control. Infection control guidelines will be stressed throughout this course. Lake Worth only.

DES 1800L INTRODUCTION TO CLINICAL PROCEDURES LAB (AS)
1 credit (2 lab hours)
Recommended corequisite: DES 1800
A practical application of professionalism and procedures in the clinical setting as these skills relate to the didactic portion of DES 1800, the corequisite. Lake Worth only.

DES 1830C EXPANDED FUNCTIONS LECTURE AND LAB (AS)
2 credits (1 lecture hour, 1 lab hours)
Recommended prerequisites: DES 1800, DES 1800L, DES 1100, DES 1100L
This course is designed to provide the basic knowledge and clinical practice necessary for the dental assisting and the dental hygiene student to perform the expanded functions permitted by the Rules and Regulations of the Florida State Board of Dentistry. Lake Worth only.

DES 1840 PREVENTIVE DENTISTRY (AS)
2 credits (2 lecture hours)
This course is designed to teach the students how to educate and motivate patients in controlling their dental plaque, thus preventing dental diseases. A study of the periodontal tissues, tooth deposits and stains, caries etiology and prevention methods are learned. Floss, brushes with brushing methods and the use of dental adjuncts are emphasized. Uses of fluorides are examined. Lake Worth only.

DES 2502 OFFICE MANAGEMENT (AS)
1 credit (1 lecture hour)
Marketing skills of the dental health care provider will be explored in depth. A working letter of application, resume and follow-up letter will be prepared. Traditional business office procedures will be compared and contrasted with those found in offices utilizing more advanced technology. Lake Worth only.

DIE 1412 DIETETICS I (INTRODUCTION) (AS)
3 credits (3 lecture hours)
Prerequisites: HUN 1201; FSS 1210C; Corequisite: DIE 1419
This course introduces the organization of a food and nutrition department and emphasizes interviewing skills; medical terminology; standard documentation procedures and techniques for counseling patients for optimal nutritional care. Clinical experience is provided for nine hours/week concurrently. Lake Worth only.

DIE 1419 DIETETICS PRACTICUM I (AS)
3 credits (9 lab hours)
Prerequisites: HUN 1201, FSS 1210C; Corequisite: DIE 1412
This is a practicum to accompany DIE 1412. Lake Worth only.

DIE 2120 DIETETICS III (ADMINISTRATION) (AS)
3 credits (3 lecture hours)
Prerequisites: DIE 2211, DIE 2270; Corequisite: DIE 2947L
This course teaches techniques involved in operating a food-service system in health-care facilities. Basic principles of menu planning, purchasing, costing, equipment, sanitation, delivery systems and management are covered. The student spends nine hours/week in a health-care facility concurrently. Lake Worth only.

DIE 2211 DIETETICS II (CLINICAL) (AS)
3 credits (3 lecture hours)
Prerequisites: DIE 1412, DIE 1419; Corequisite: DIE 2270
This course covers principles of nutrition with adaptations to specific disease conditions. Emphasis is placed on building skills to provide total nutritional care of the individual patient in health care settings. Clinical experience is provided nine hours/week concurrently. Lake Worth only.

DIE 2270 DIETETICS PRACTICUM II (AS)
3 credits (9 lab hours)
Prerequisites: DIE 1412, DIE 1419; Corequisite: DIE 2211
This practicum accompanies DIE 2211. Lake Worth only.

DIE 2947L DIETETICS PRACTICUM III (AS)
3 credits (9 lab hours)
Prerequisites: DIE 2211, DIE 2270; Corequisite: DIE 2120
This practicum accompanies DIE 2120. Lake Worth only.

DIM 0001 INTRODUCTION TO DIESEL ENGINE MECHANICS I (PSAV)
45 clock hours
This course provides instruction in shop organization, management, safety, workplace communication skills and infection control procedures essential for employment in the diesel technology industry. Work related health hazards and safe practices for the handling of chemicals are identified. Students participate in classroom activities and hands-on practice in the shop laboratory.

DIM 0002 INTRODUCTION TO DIESEL ENGINE MECHANICS II (PSAV)
45 clock hours
This course prepares the student to recognize, identify and demonstrate the safe use of tools and equipment integrating mathematical and scientific principles in the classroom that are commonly required for performing job duties in diesel technology occupations. Students will explain and demonstrate these mathematical and scientific principles using tools and equipment in numerous hands-on shop activities.

DIM 0010 BASIC DIESEL ENGINE SYSTEMS AND SERVICE I (PSAV)
60 clock hours
This course will outline operating principles and construction features of the diesel engine in order to communicate diagnostic engine problems and service engines effectively. The student will identify, demonstrate and explain principles and assemblies of diesel engines in both shop and classroom environments.

DIM 0011 BASIC DIESEL ENGINE SYSTEMS AND SERVICE II (PSAV)
90 clock hours
This course will provide the student with techniques in trouble-shooting various components, assemblies, and engine systems. These troubleshooting techniques will enable the student to perform visual, diagnostic, and mechanical repair tasks.

DIM 0013 BASIC DIESEL ENGINE SYSTEMS AND SERVICE III (PSAV)
90 clock hours
This course will engage the student in various tasks of rebuilding, removing and replacing diesel engine components. The student will diagnose, check, measure and reassemble engine components using gauges, micrometers, compression tester, visual inspection and stethoscope methods.

DIM 0151 DIESEL ENGINE PREVENTATIVE MAINTENANCE TECHNICIAN I (PSAV)
120 clock hours
This course will provide training in diesel engine preventive maintenance by using diagnostic techniques and manufacturer's maintenance requirements in a lab/shop environment. The student will use hands-on skills demonstrating the ability to do an oil analysis, perform mileage inspection scheduling and follow manufacturer's suggested maintenance procedures. The student will apply lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. This course will also provide the student with skills relating to workplace communication and employment as well as offer optional work experience.

DIM 0152 DIESEL ENGINE PREVENTATIVE MAINTENANCE TECHNICIAN II (PSAV)
120 clock hours
This course will enable the student to accurately diagnose diesel engines pertaining to preventive maintenance. The student will receive hands-on instruction in identifying the source of the problem; demonstrate the ability to follow diagnostic charts; and schedule and perform practical work on diesel engines using service manuals and manufacturer's recommendations. The student will perform lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. This course will also provide the student with skills relating to workplace communication and employment as well as offer optional work experience training.

DIM 0210 DIESEL POWER TRAIN TECHNICIAN (PSAV)
240 clock hours
This course will provide the necessary skills for the student to maintain and troubleshoot components and assemblies of power train systems. The student will describe common problems of components, clutches, and transmissions, and apply procedures to troubleshoot, remove, replace, and rebuild these components and assemblies using hands-on skills in a lab/shop environment. The student will perform lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. This course will also provide the student with skills relating to workplace communication and employment as well as offer optional work experience training.

DIM 0300 DIESEL ELECTRICAL/ELECTRONICS TECHNICIAN I (PSAV)
120 clock hours
This course will introduce the student to fundamentals and principles of basic electrical theory, the operation of electrical systems, electrical component measurement and computation for diesel technology. The student will also perform lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. The course will also provide the student with skills relating to workplace communication and employment as well as offer optional work experience training.

DIM 0301 DIESEL ELECTRICAL/ELECTRONICS TECHNICIAN II (PSAV)
120 clock hours
This course will enable the student to apply electrical skills learned in the Diesel Electrical and Electronics Technician I course and advance to electrical component identification and working principles. The student will test, service, and repair electronic diesel systems in a lab/shop environment. The student will perform lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. The course will also provide the student with skills relating to workplace communication and employment as well as offer optional work experience training.

DIM 0401 DIESEL HYDRAULICS TECHNICIAN (PSAV)
120 clock hours
This course will introduce the student to the basic principles of hydraulic pumps, motors, and hydraulic accessories. The student will identify, explain, and troubleshoot components using diagrams and test equipment by performing hands-on skills in maintaining and reconditioning hydraulic systems in the lab. The student will perform lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. This course will also provide the student with skills relating to workplace communication and employment as well as offer optional work experience training.

DIM 0500 DIESEL STEERING AND SUSPENSION TECHNICIAN (PSAV)
120 clock hours
This course will enable the student to troubleshoot and repair conventional and hydraulic steering systems in a variety of hands-on skills including the ability to service and align axle suspensions, tractors and trailers. The student will perform lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. This course will also provide the student with skills relating to workplace communication and employment as well as offer optional work experience training.

DIM 0530 DIESEL BRAKES TECHNICIAN I (PSAV)
120 clock hours
This course introduces the student to air, parking, and anti-braking systems. The student will identify and explain the principles of these systems and their components in a variety of hands-on skills including the ability to troubleshoot, service and recondition air brakes in a lab/shop environment. The student will perform lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. This course will also provide the student with skills relating to workplace communication and employment as well as offer optional cooperative education training.

DIM 0542 DIESEL TRACKS TECHNICIAN (PSAV)
60 clock hours
This course introduces the student to diesel track systems, components and assemblies. The student will use hands-on skills demonstrating the ability to identify systems, components and assemblies and methods of maintenance and repair. The student will perform lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. This course will also provide the student with skills relating to workplace communication and employment as well as offer optional work experience training.

DIM 0551 DIESEL BRAKES TECHNICIAN II (PSAV)
120 clock hours
This course introduces the student to air, parking, and anti-braking systems. The student will identify and explain the principles of these systems and their components in a variety of hands-on skills including the ability to troubleshoot, service and recondition air brakes in a lab/shop environment. The student will perform lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. This course will also provide the student with skills relating to workplace communication and employment as well as offer optional work experience training.

DIM 0610 DIESEL HEATING AND AIR-CONDITIONING TECHNICIAN (PSAV)
120 clock hours
This course introduces the student to basic heating and A/C components combined with hands-on activities of inspecting A/C systems, using diagnostic procedures involving pressure tests, removal and replacement of A/C components, and identifying types of refrigerants used. The student will demonstrate the use of recovery and reclaim systems applying EPA requirements for handling recycled refrigerants. The student will perform lab and shop procedures in the following areas: tool use and organization; personal safety and environmental practices; diesel shop organization and management. This course will also provide the student with skills relating to workplace communication and employment as well as offer optional work experience training.

DIM 0700 PROFESSIONAL DEVELOPMENT IN DIESEL TECHNOLOGY (PSAV)
30 clock hours
This course will prepare the student to enter the workplace. The student will demonstrate employability skills, and identify entrepreneurial opportunities in the diesel technology industry.

EAP 0300 INTRODUCTION TO LISTENING AND SPEAKING SKILLS
4 institutional credits (3 lecture hours, 1 lab hour)
Prerequisites: A score between 85 and 109 on the Comprehensive English Level Test (CELT) and/or a score of 29 or below on the College Placement Test (CPT) (Students required to prove English proficiency may be placed into the ESL Foundation program.)
This course is for students whose primary language is not English and whose test scores indicate a need for listening and speaking improvement. Emphasis is placed on improving comprehension, pronunciation and fluency. Prescriptive lab work is required. Graded A, B, C, or N (Not Passing).

EAP 0360 INTRODUCTION TO GRAMMAR FOUNDATIONS
4 institutional credits (3 lecture hours, 1 lab hour)
Prerequisites: A score between 85 and 109 on the Comprehensive English Level Test (CELT) and/or a score of 29 or below on the College Placement Test (CPT) (Students required to prove English proficiency may be placed into the ESL Foundation program.)
This course is for students whose primary language is not English and whose test scores indicate a need for grammar practice as preparation for ESL 0040. Emphasis is placed on verb tenses, parts of speech and question formation. Prescriptive lab work is required. Graded A, B, C, or N (Not Passing).

EAP 0382 INTEGRATED READING AND WRITING
4 institutional credits (3 lecture hours, 1 lab hour)
Prerequisites: A score between 85 and 109 on the Comprehensive English Level Test (CELT) and/or a score of 29 or below on the College Placement Test (CPT) (Students required to prove English proficiency may be placed into the ESL Foundation program.)
This course is for students whose primary language is not English and whose test scores indicate a need for reading and writing practice. Emphasis is placed on reading comprehension, vocabulary development and paragraph structure. Prescriptive lab work is required. Graded A, B, C, or N (Not Passing).

EAP 0400 SPEAKING AND LISTENING-LEVEL 1
3 institutional credits (3 lecture hours)
Prerequisite: Adequate score on the placement test and/or advisement. (Students required to prove English proficiency may be placed into the ESL Foundation program.)
This course features social, professional and academic experiences that will improve students' speaking and listening skills. Standard English pronunciation, stress, intonation and idioms, as well as differences in non-verbal communication will be taught and applied. Graded A, B, C, or N (Not Passing). Special fee required.

EAP 0420 INTERMEDIATE READING-LEVEL 1
3 institutional credits (3 lecture hours)
Corequisite: SLS 1501 (Students required to prove English proficiency may be placed into the ESL Foundation program.)
This course is for students whose primary language is not English and whose placement test scores indicate the need for instruction in basic vocabulary, study and literal comprehension skills. The emphasis in this course will be on establishing the foundation for academic literacy. Prescriptive lab work is required. Graded A, B, C, or N (Not Passing). Special fee required.

EAP 0480L INTERNATIONAL STUDENT LAB 1
3 institutional credits (3 lecture hours) Prerequisites: A Comprehensive English Level Test (CELT) score of 110 or above and a College Placement Test (CPT) English score of 0-54 (Students required to prove English proficiency may be placed into the ESL Foundation program.)
This lab prepares students for Level II and is an integrated lab designed for international students whose primary language is not English. The lab will focus on the development of speaking, listening, reading and grammatical skills through interactive computer software programs. Graded A, B, C, or N (Not Passing).

EAP 0484 INTERMEDIATE ENGLISH-LEVEL 1
3 institutional credits (3 lecture hours)
Corequisite: SLS 1501 (Students required to prove English proficiency may be placed into the ESL Foundation program.)
This course is designed for students whose primary language is not English and whose placement test scores indicate the need for instruction in basic grammar, sentence structure, punctuation and usage. The course emphasizes the writing of short, simple paragraphs. Prescriptive lab work is required. Graded A, B, C, or N (Not Passing). Special fee required.

EAP 1500 SPEAKING AND LISTENING-LEVEL 2
3 institutional credits (3 lecture hours)
Prerequisite: Successful completion of ESL 0001 or placement testing and advisement. (Students required to prove English proficiency may be placed into the ESL Foundation program.)
This course will provide formal and informal experiences to continue the development of listening and speaking skills. It will include continued improvement of English pronunciation skills and vocabulary, note-taking, class discussion, persuasive speaking and debating. Graded A, B, C, or N (Not Passing). Special fee required.

EAP 1520 HIGH INTERMEDIATE READING-LEVEL 2
3 institutional credits (3 lecture hours)
Prerequisite: A College Placement Test (CPT) score of 55 to 68; Corequisite: SLS 1501 (Students required to prove English proficiency may be placed into the ESL Foundation Program.)
This course is designed for students whose primary language is not English and whose placement test scores indicate the need for intensive training in academic reading skills. The emphasis in this course is on reading comprehension with additional practice in listening and speaking. Prescriptive lab work is required. Graded A, B, C, or N (Not Passing). Special fee required.

EAP 1580L INTERNATIONAL STUDENT LAB 2
3 institutional credits (3 lecture hours) Prerequisite: A Comprehensive English Level Test (CELT) score of 110 or above and a College Placement Test (CPT) English score of 55-68, or successful completion of Level I (Students required to prove English proficiency may be placed into the ESL Foundation program.)
This lab prepares students for Level III and is an integrated lab designed for international students whose primary language is not English. The lab focuses on the development of speaking, listening, reading and grammatical skills through interactive computer software programs. Graded A, B, C, or N (Not Passing).

EAP 1584 HIGH INTERMEDIATE ENGLISH-LEVEL 2
3 institutional credits (3 lecture hours)
Prerequisites: CPT score of 55; Corequisite: SLS 1501 (Students required to prove English proficiency may be placed into the ESL Foundation program.)
This course is designed for students whose primary language is not English and whose placement scores indicate the need for instruction in composing grammatically-correct sentences with intermediate vocabulary and fully developed paragraphs using a variety of sentences Prescriptive lab work is required. Graded A, B, C, or N (Not Passing). Special fee required.

EAP 1620 ADVANCED READING-LEVEL 3
3 institutional credits (3 lecture hours)
Prerequisites: CPT score of 69 or above or successful completion of ESL 0021 or REA 0001; Corequisite: SLS 1501 (Students required to prove English proficiency may be placed into the ESL Foundation program.)
This course is designed for students whose primary language is not English and whose placement test scores indicate a need for development of critical thinking skills. Students read short, works of English and American literature. Exercises and class discussions develop listening and speaking skills. Prescriptive lab work is required. Graded A, B, C, or N (Not Passing). Special fee required.

EAP 1680L INTERNATIONAL STUDENT LAB 3
3 institutional credits (3 lecture hours) Prerequisite: A Comprehensive English Level Test (CELT) score of 110 or above and a College Placement Test (CPT) English score of 69-82, or successful completion of Level II (Students required to prove English proficiency may be placed into the ESL Foundation program.)
This integrated lab is designed for international students whose primary language is not English. The lab focuses on the development of speaking, listening, reading, and grammatical skills through interactive computer software programs. Graded A, B, C, or N (Not Passing).

EAP 1684 ADVANCED ENGLISH-LEVEL 3
3 institutional credits (3 lecture hours)
Prerequisites: CPT score between 69 and 82 or above or successful completion of ESL 0041 or ENC 0001; Corequisite: SLS 1501 (Students required to prove English proficiency may be placed into the ESL Foundation program.)
This course is designed for students whose primary language is not English and whose placement scores indicate the need for instruction in writing coherent paragraphs and effective essays as well as in using correct grammar. Prescriptive lab work is required. Graded A, B, C, or N (Not Passing). Special fee required.

ECO 2013 PRINCIPLES OF MACROECONOMICS (AA)
3 credits (3 lecture hours)
Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart.) before enrolling in this General Education course.
Supply and demand, mixed capitalist system, national income accounting, the business cycle employment and income determination, money and banking and fiscal and monetary policies. Gordon Rule writing requirement minimum 2,000 words and a demonstration of computer application is required. A grade of C or higher is required for this course to be used as a General Education course. Distance learning section may be available.

ECO 2023 PRINCIPLES OF MICROECONOMICS (AA)
3 credits (3 lecture hours)
Cost and revenue analysis, nature of markets (perfect competition, monopoly, oligopoly and monopolistic competition), and application of basic tools of economic analysis and public policy issues. Distance learning section may be available.

EDF 1030 BEHAVIOR MANAGEMENT IN THE CLASSROOM (AA)
3 credits (3 lecture hours)
Structured teaching, applied behavior analysis; principles derived from learning laboratory to educational and social behavioral problems. Provides teachers, counselors and special educators seeking re-certification strategies of classroom behavior management.

EDF 1949C CO-OP: EDUCATION I (AA)
3 credits (1 lecture hour, 10 lab hours)
This coordinated work-study program reinforces the educational and professional growth of the student through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine the objectives for the on- the-job assignment. The student is evaluated by the teacher-coordinator and the immediate supervisor according to those objectives. CDA candidates will incorporate the first seven functional areas in their objectives. A portfolio will be developed for each area.

EDF 2005 FOUNDATIONS IN EDUCATION (AA)
3 credits (3 lecture hours)
This course is an introduction to the nature of teaching in public schools in the United States. Topics included are: planning and preparation for teaching; roles and responsibilities of teachers; relationships between schools and society; organization, financing and control of public schools; historical perspectives; and the aims and objectives of education as a social institution. Fifteen hours of observation, to be arranged with your instructor, are required for this course.

EDF 2949C CO-OP EDUCATION II (AA)
3 credits (1 lecture hour, 10 lab hours)
Prerequisite: EDF 1949C
This course follows EDF 1949C.

EDG 1311 EDUCATION PRACTICUM I (AS)
3 credits (15 lab hours)
Prerequisites: EEC 1001, EEC 1200, EEC 1311, EEC 1214
This course provides the student with experience teaching in an approved early childhood classroom under the supervision of trained and approved instructors. To guide children in the proper use of these materials.

EDG 1312 EDUCATION PRACTICUM II (AS)
3 credits (15 lab hours)
Prerequisites: EDG 1311
This course is a continuation of EDG 1311. The student continues to work in the classroom planning activities and supervising children. In addition, emphasis is placed on the administrative responsibilities of operating a child- care program; i.e., staff meetings, personnel records, staff evaluation, etc.

EDG 2701 TEACHING DIVERSE POPULATIONS (AA)
3 credits (3 lecture hours)
Prerequisite: EDF 2005
This course is designed to introduce prospective educators to: (a) the value of diversity in American society; (b) various concepts and meanings of diversity; (c) manifestations of diversity in the U.S.; and (d) the role of education in developing, extending and utilizing diversity. Future teachers will become more sensitive to the needs of their diverse student populations and can move toward determining ways in which they could adapt or modify their teaching to a population with diverse abilities, learning characteristics and motivational styles.

EDP 2002 INTRODUCTION TO EDUCATIONAL PSYCHOLOGY (AA)
3 credits (3 lecture hours)
Prerequisite: PSY 2012 or permission of the instructor
This course examines the psychological basis of educational theory and practice. Topics of study include developmental theories, psychological perspectives of the teaching-learning process, instructional design and program evaluation.

EEC 1001 INTRODUCTION TO EARLY CHILDHOOD EDUCATION (AA)
3 credits (3 lecture hours)
Theories, philosophies, programs and methods in early childhood education covering information required for the Florida child-care certification. Students completing the modules are eligible for the child-care corkers certification required for child-care workers.

EEC 1003 INTRODUCTION TO SCHOOL AGE CHILD (AS)
3 credits (3 lecture hours)
This course provides an orientation to school age child care, including the philosophy, purpose and social/cultural context of after-school and other programs for school age youth. An examination of program models, including staff roles, program planning, quality improvement, and interaction with children, families and community will be presented.

EEC 1006 MONTESSORI PHILOSOPHY (AS)
3 credits (3 lecture hours)
Theory of Montessori method including evolution; relationship to Piaget, Erikson, Kohlberg, Vygotsky, and others; sensitive periods of development; role of teacher as director, prepared environment; and process of normalization.

EEC 1200 EARLY CHILDHOOD CURRICULUM I (AS)
3 credits (3 lecture hours)
This course is designed to instruct students in the preparation of classroom learning centers, in choosing and constructing suitable learning materials for art, music, sensorial and language and in methods of presentation in order to guide children in the proper use of these materials.

EEC 1214 EARLY CHILDHOOD CURRICULUM III (AS)
3 credits (3 lecture hours)
This course is designed to instruct students in the preparation of learning centers, in the choosing and constructing of learning materials, and in the methods of presentation to children in the curriculum areas of music, art, dramatic play, and fine and gross motor skills.

EEC 1301C INTRODUCTION TO HIGH/SCOPE (AS)
3 credits (2 lecture hours, 2 lab hours)
This course will introduce the student to the High/Scope approach to early childhood education by providing an overview of the High/Scope approach.

EEC 1311 EARLY CHILDHOOD CURRICULUM II (AS)
3 credits (3 lecture hours)
This course is designed to instruct students in the preparation of classroom learning centers, in choosing and constructing suitable learning materials in the subject areas of mathematics, science, daily living, social studies, and computer programs, and in methods of presentation in order to guide children in the proper use of these materials.

EEC 1522 INFANT/TODDLER ENVIRONMENTS (AS)
3 credits (3 lecture hours)
The purpose of this course is to provide students an opportunity to study the infant/toddler care giving environment including the organization of space, interaction, activities, scheduling, and providing for staff and parents.

EEC 1601 OBSERVATION AND ASSESSMENT IN EARLY CHILDHOOD (AS)
3 credits (3 lecture hours)
This course is designed to provide the child care professional with an overview of the importance of observation and assessment in planning developmentally appropriate programs for young children. The course covers the use of a variety of observation methods and developmentally appropriate assessment practices and instruments. Off campus observations are required.

EEC 1603 POSITIVE GUIDANCE AND BEHAVIOR MANAGEMENT IN SCHOOL AGE CHILD CARE (AS)
3 credits (3 lecture hours)
This course explores positive guidance techniques and behavior management strategies for school age child care providers. Child centered approaches, self management techniques and conflict resolution strategies will be presented to establish an environment of respect, cooperation and social competence.

EEC 1700 DEVELOPMENT OF THE SCHOOL AGE CHILD (AS)
3 credits (3 lecture hours)
Prerequisite: DEP 2102
This course explores the physical, cognitive, and psychosocial development of children during the school age years. Major theories, research, concepts and principles relevant to physical, emotional, social, and mental growth will be presented. Observation of children between the ages of 5 and 12 provides for application of theories.

EEC 2002 CHILD CARE AND EDUCATION ORGANIZATION LEADERSHIP MANAGEMENT (AS)
3 credits (3 lecture hours)
This course is a requirement for the Florida Child Care and Education Program Administrator Credential-Advanced Level. Focus is on the major responsibilities of a childcare and education program administration in creating and sustaining an effective organizational structure in a childcare and education setting. Topics include organizational structure and dynamics, ethics and professionalism; personnel policies and procedures; leadership; staff development, evaluation and retention.

EEC 2202 CHILD CARE AND EDUCATION PROGRAMMING (AS)
3 credits (3 lecture hours)
This course is a requirement for the Florida Child Care and Education Program Administrator Credential-Advanced Level. Topics include developmentally and culturally appropriate environment and curriculum; professional standards; child observation, assessment, documentation and referral; health, safety and nutrition practices; alliances and families.

EEC 2204 DEVELOPING CURRICULUM FOR INFANTS AND TODDLERS (AS)
3 credits (3 lecture hours)
The caregiver learns to match caregiver strategies and child development for specific age ranges. The student learns the developmental profiles and characteristics of infants/toddlers in a specific age range, lists materials, and learns strategies which may be used with individual children to promote development.

EEC 2271 TEACHING CHILDREN WITH SPECIAL NEEDS (AS)
3 credits (3 lecture hours)
A survey of information regarding children with special needs, including possible causes and characteristics of exceptionalities, educational intervention, available resources, referral processes, and the advocacy role and legislative issues.

EEC 2407 SOCIAL-EMOTIONAL GROWTH AND SOCIALIZATION IN INFANTS AND TODDLERS (AS)
3 credits (3 lecture hours)
The purpose of this course is to provide students an opportunity to utilize their knowledge and understanding of infant/toddler growth and development to foster social and emotional development in the infant and toddler. The student will learn to create nurturing relationships with the children in their care.

EEC 2521 CHILD CARE AND EDUCATION FINANCIAL AND LEGAL ISSUES (AS)
3 credits (3 lecture hours)
This course is a requirement for the Florida Child Care and Education Program Administrator Credential-Advanced Level. Topics include financial planning and ongoing monitoring; budgeting and accounting; compensation and benefits; facilities and equipment; financial resource development and marketing; technology and recording keeping; legal obligations, tax law, insurance and licensure; regulatory requirements; and personnel law.

EEC 2530 MONTESSORI CURRICULUM I (AS)
3 credits (3 lecture hours)
Prerequisite or corequisite: EEC 1006
Introduces learning materials for daily living (practical life) and language areas of Montessori early childhood classroom. Lecture and demonstration of materials are provided. Students should also enroll in Montessori Curriculum Lab I through Career and Technical Education.

EEC 2532 MONTESSORI CURRICULUM II (AS)
3 credits (3 lecture hours)
Prerequisites: EEC 1006
This course is a continuation of EEC 2530. Introduces learning materials for sensorial and mathematics areas of Montessori early childhood classroom. Demonstration of materials and discussion are provided. Students should also enroll in Montessori Curriculum Lab II through Career and Technical Education.

EEC 2710 CONFLICT RESOLUTION IN EARLY CHILDHOOD (AS)
3 credits (3 lecture hours)
Students will learn how to create safe, caring, and respectful environments for young children and their families, using techniques such as reflective listening, trust-building, and problem solving, to foster empathy, impulse control, and anger management in young children. Students will also learn to develop conflict resolution, violence prevention, and peace education programs for children and families.

EEC 2731 HEALTH, SAFETY, AND NUTRITION FOR THE YOUNG CHILD (AS)
3 credits (3 lecture hours)
This course provides an overview of the fields of health, safety, and nutrition as they relate to the young child and his/her family. Emphasis is placed on learning to incorporate current concepts in health, safety, and nutrition into a quality childcare setting.

EEC 2940 MONTESSORI TEACHING PRACTICUM I (AS)
3 credits (20 lab hours)
Teaching experience in an approved Montessori early childhood classroom under the supervision of approved instructors.

EEC 2941 MONTESSORI TEACHING PRACTICUM II (AS)
3 credits (20 lab hours)
Continuation of EEC 2940 Practicum I.

EEC 2943 INFANT/TODDLER PRACTICUM I (AS)
3 credits (20 lab hours)
Prerequisites: CHD 1110, EEC 1522, EEC 2407
This course is designed to provide an initial teaching experience in approved infant/toddler classrooms under the supervision of approved instructors.

EEC 2946 INFANT/TODDLER PRACTICUM II (AS)
3 credits (20 lab hours)
Prerequisites: CHD 1110, EEC 1522, EEC 2407
Core Courses in Child Development and Education This course is designed to provide a second level teaching experience in approved infant/toddler classrooms under the supervision of approved instructors.

EEC 2948 CHILD CARE CENTER MANAGEMENT PRACTICUM I (AS)
3 credits (20 lab hours)
Prerequisites: EEC 2202, EEC 2002, EEC 2521
This course will provide the Administrator (or aspiring early childhood administrator) the opportunity to put theory into practice in their prospective centers and programs under the supervision of approved college instructors.

EEC 2949 CHILD CARE CENTER MANAGEMENT PRACTICUM II (AS)
3 credits (20 lab hours)
Prerequisites: EEC 2202, EEC 2002, EEC 2521, EEC 2948
This course will be given the Spring Semester and will provide the Administrator (or aspiring early childhood administrator) the opportunity to put theory into practice in their prospective centers and programs under the supervision of approved college instructors. This course is a continuation of Child Care Center Management Practicum I.

EET 1015C DC CIRCUITS (AAS)
4 credits (3 lecture hours, 2 lab hours)
Corequisites: MAT 1033
This course introduces the underlying principles of electronics that have contributed to advances in the fields of radio, television, computers, medical and aerospace electronics. The fundamental laws and theorems governing DC electricity will be applied to basic series and parallel circuits. Laboratories utilize professional equipment to reinforce and apply theory.

EET 1025C AC CIRCUITS (AAS)
4 credits (3 lecture hours, 2 lab hours)
Prerequisites: EET 1015 and EET 1015L or EET 1015C and MAT 1033
This course introduces the study of alternating current and voltage and examines its uses in applications such as motors, electrical power and filters. Theory is reinforced and supplemented using professional test equipment and simulations.

EET 2121C ELECTRONICS I (AAS)
4 credits (3 lecture hours, 2 lab hours)
Prerequisites: EET 1025 and EET1025L or EET 1025C
This is an introductory course in solid-state electronic components - their characteristics and applications. Diode theory, regular and special purpose diodes, transistor theory, and biasing techniques are covered. Use of commonly available components in practical circuits will be emphasized. Laboratories utilize professional equipment to reinforce and apply theory.

EET 2122C ELECTRONICS II (AAS)
4 credits (3 lecture hours, 2 lab hours)
Prerequisites: EET 2121 and EET 2121L or EET 2121C
This course is a continuation of EET 2121. FETs, frequency response, operational amplifiers, filters oscillators, and power supplies are examined. The emphasis placed on circuits employing the widely used 741 op amp and the 555 timer give this course practical value. Laboratories utilize professional equipment to reinforce and apply theory.

EET 2322C COMMUNICATION ELECTRONICS (AS)
4 credits (3 lecture hours, 2 lab hours)
Prerequisites: EET2121 and EET2121L or EET2121C; Corequisites: EET 2122 and EET2122L or EET2122C
Introductory communications course for technicians. Covers microwave, HDTV, cellular telephone systems, digital communications, satellite communications, amplitude modulation and demodulation; frequency modulation; digital techniques in radio and data communications; modems, local area networks, including hardware and software; Ethernet LANs; and optical systems.

EET 2515C DC AND AC MOTORS AND GENERATORS (AS)
4 credits (3 lecture hours, 2 lab hours)
Prerequisites: EET1025 and EET 1025L or EET 1025C
This course provides a practical understanding of the machines that generate, transform and use electrical power, including DC motors and generators, and single and three phase AC motors and motor control devices. Extensive lab work will include work on 3 phase and DC motor speed control and motor efficiency

EET 2942 ELECTRONICS ENGINEERING INTERNSHIP I (AS)
3 credits (15 lab hours)
Prerequisites: EET 1015C, EET 1025C
This is a work-study course designed to reinforce the educational growth of the student through practical work experience in the Electronics Industry. Additionally the course will examine selected workplace human resources issues including compensation and other benefits.

EET 2943 ELECTRONICS ENGINEERING INTERNSHIP II (AS)
3 credits (15 lab hours)
Prerequisites: EET 2942, EET1015C, and EET1025C
This is a work-study course designed to reinforce the educational growth of the student through practical work experience in the Electronics Industry. Additionally the course will examine selected workplace human resources issues including employee rights, labor relations and collective bargaining. It is a continuation of Electronics Engineering Technology Internship I.

EEV 0793 COMMUNICATION AND DOCUMENTATION (PSAV)
60 clock hours
Subjects include logging of data, writing technical reports, writing technical memoranda, verbal communications, specification reading and interpretation, graphical presentations.

EEV 0810 INTRODUCTION TO DC CIRCUITS (PSAV)
100 clock hours
Subjects include free electrons, electromotive force, static electricity, current flow, resistance, thermal coefficient of resistance, Ohm'S Law, series circuits, parallel circuits, conductor resistance, metric prefixes, ammeter, voltmeter, ohmmeter, power, energy, Conductance, color codes, troubleshooting techniques, variable resistors, rheostats, potentiometers.

EEV 0811 ADVANCED DC CIRCUITS (PSAV)
120 clock hours
Subjects include multi-loop circuits, multi-node circuits, voltage source concept, current source concept, Thevenin Theorem, Norton Theorem, R-C Circuits, R-L Circuits.

EEV 0812 AC CIRCUITS (PSAV)
100 clock hours
Subjects include series capacitor circuits, parallel capacitor circuits, phase shift, leading current, series and parallel inductive circuits, series resonance, parallel resonance, RLC circuits, circuit quality, bandwidth, transformers, power supplies, differential and integrator circuits, filter circuits, polyphase circuits, reactive power, power factor, motor and generator theory.

EEV 0813 ELECTRONIC DEVICES (PSAV)
90 clock hours
Subjects include conventional and special purpose diodes, rectifier circuits, semi conductor theory, bipolar transistors, field effect transistors, MOS technology, thyristors, controlled rectifiers, transient voltage protectors, introduction to digital circuits, thermal effects, biasing methods, single stage amplifiers, common emitter circuits, output impedance, input impedance, photo effect devices, (emitters and receivers), OPTO couplers.

EEV 0814 ANALOG CIRCUITS (PSAV)
200 clock hours
Includes multi-stage amplifiers, linear integrated circuits, input/output impedance, regulated power supplies, differential amplifiers, operational amplifiers, active filters, oscillators,opto- device circuits, cathode ray and liquid crystal fundamentals.

EEV 0815 LOGIC CIRCUITS (PSAV)
140 clock hours
Includes pulse generators, logic elements (and, or, not, nor, nand, xor), truth tables, flip flops, gates, registers, half space adders, full adders, counters, clocks, coders/decorders, multiplexers, digital to analog conversion, analog to digital conversion, arithmetic/logic units.

EEV 0816 MICROPROCESSOR FUNDAMENTALS (PSAV)
180 clock hours
Subjects include microprocessor architecture, analyzing instruments, analyzing techniques, input/output devices, programming fundamentals, assembly language operations, machine language, subroutines, interrupts, instruction sets.

EEV 0821 SOLDERING AND LAB PRACTICES (PSAV)
70 clock hours
Subjects include mechanics of solder and solder joints, flux types, soldering irons, temperatures, wire and component terminations, assembly techniques, single and double sided printed circuits, heat transfer, thermal mass, solder removal, coating removal, repair of laminates, repair of damaged conductors and thru holes.

EEV 0840 COMPUTER LANGUAGE (PSAV)
60 clock hours
Includes computer organization, Windows, DOS, spreadsheets, word processor, data base, use of flexible disks, compact disks, printers.

EEV 0850 DIGITAL MATHEMATICS (PSAV)
30 clock hours
This course includes numbering systems (binary, octal, hexadecimal), two's complement, arithmetic, decimal/binary conversions, elements of Boolean algebra. Lake Worth only.

EEV 0851 INTRODUCTION TO ENGINEERING MATH AND SCIENCE (PSAV)
40 clock hours
Subjects include algebra (solve for single unknown), use of a calculator, reciprocals and their manipulation; atomic structure, molecular structure; temperature measurement; thermal effects on volume, humidity, chemical activity and pressure in a container, simple graphing, energy and power measurements. Lake Worth only.

EEV 0852 MATH AND SCIENCE (PSAV)
60 clock hours
Course includes algebra (simultaneous equations), magnetism, inductors, exponential rise and decay, time constant, determinations and Lenz's Law. Lake Worth only.

EEV 0853 ADVANCED MATH AND SCIENCE (PSAV)
40 clock hours
This course includes understanding of wave motion, frequency, period phase and amplitude of waves, peak, average and RMS values, functions of sin, cos and tangent; inverse functions, rectangular and polar coordinates; square and triangular waves and decibel calculations. Lake Worth only.

EEV 0855 MATH AND SCIENCE VERIFICATION (PSAV)
70 clock hours
Includes verification of retention of all previous math and science subjects, reviews as required. (This course is included in order to conform with 1-150303 funding requirement level D.) Lake Worth only.

EGN 1002C INTRODUCTION TO ENGINEERING (PSAV)
3 credits (2 lecture hours, 2 lab hours)
Corequisite: MAC 1105
This course is an introduction to the basic concepts and tools of the various engineering disciplines. A multidiscipline, collaborative approach in which the students build and test various devices and report findings both in paper and presentation form using various computer applications.

EGS 1111C ENGINEERING GRAPHICS (AS)
3 credits (2 lecture hours, 4 lab hours)
Prerequisite: ETD 1100C or equivalent. ETD 1320C recommended
Orthographic projection, dimensioning, sectional views, pictorials, threads and fasteners, charts and graphs, points, lines and planes and relation to graphical language.

EGS 2310 STATICS (AA)
3 credits (3 lecture hours)
Prerequisites: PHY 2053 and MAC 2311
Mechanics; force systems, coplanar and noncoplanar; concurrent, noncurrent; equilibrium; distributed forces, moments of inertia; and structures are emphasized.

EME 2040 INTRODUCTION TO EDUCATIONAL TECHNOLOGY (AA)
3 credits (3 lecture hours)
Prerequisite: EDF 2005
This course will provide introduction to the various educational technologies available to prospective classroom teachers for use in the development and delivery of improved instruction. The technologies and accompanying materials will be demonstrated and used in a wide variety of subjects and grade levels.

EMS 1119 EMERGENCY MEDICAL TECHNICIAN BASIC (LECTURE) (ATD)
6 credits (6 lecture hours)
Prerequisites: TABE Level "D" score of 10, Limited Access program application, Red Cross or AHA BLS for Health Care Provider (CPR); Corequisites: EMS 1119L and EMS 1431
A certificate program designed to instruct a person to the level of Emergency Medical Technician-Basic. The completion student will be prepared to take state licensing test and attain employment as a pre-hospital provider of basic emergency medicine with a provider.

EMS 1119L EMERGENCY MEDICAL TECHNICIAN BASIC LABORATORY (ATD)
3 credits (6 lab hours)
Corequisites: EMS 1119, EMS 1431
This class presents practical application of the didactic instruction received in EMS 1119 to include medical-legal-ethical aspects, techniques of CPR, automatic external defibrillators, extrication, management of trauma and medical emergencies and administration of appropriate emergency medical care.

EMS 1331 AEROMEDICAL TRANSPORT (AS)
3 credits (3 lecture hours)
Prerequisites: Licensure as paramedic, registered nurse, physician, respiratory therapist, or American Heart Association ACLS certification
Dynamics of flight physiology, history of medical flight, safety and orientation for rotor wing and fixed wing aircraft. Communication, rules and regulations, aircrew fitness, search and rescue, survival and effects of air transport on patient conditions.

EMS 1431 EMT-BASIC HOSPITAL AND FIELD EXPERIENCE (ATD)
2 credits (6 clinical hours)
Corequisites: EMS 1119, EMS 1119L
This class is designed to provide the EMT-Basic student with exposure to pre-hospital emergency medicine, with an emphasis on the knowledge and skills presented in EMS 1119 and EMS 1119L. Under the direct supervision of an assigned preceptor or professional paramedic, the EMT-Basic student will be able to practice in the local emergency departments and rescue agencies the knowledge and skills presented in EMS 1119 and EMS 1119L. The student will also observe the 911 Dispatch and Communication Center as well as local air trauma transport units.

EMS 2620C PARAMEDIC I (PSVC, AS)
11 credits (9 lecture hours, 6 lab hours)
This is the first course in the National Paramedic Curriculum. This course includes both didactic and laboratory components. EMS 2620C will cover Modules I, II, III, VII, and VIII of the DOT National Paramedic Curriculum as well as a review of general human anatomy and physiology. The student will also review effective communications strategies for patients of all ages. The laboratory complement of EMS 2620C will cover the psychomotor skills related to the modules listed above. There will be a comprehensive review and assessment of Basic Life Support skills including effective cervical/spine mobilization, splinting, long bone fracture immobilization. Scenario based preparatory sessions will assist in the formation of sound clinical/field internship skills and decision-making.

EMS 2621C PARAMEDIC II (PSVC, AS)
11 credits (8 lecture hours, 6 lab hours)
Prerequisite: EMS 2620C
This is the second course in the National Paramedic Curriculum. This course includes both didactic and laboratory components. EMS 2621C will cover Modules IV and V of the DOT National Paramedic Curriculum. Students must successfully complete the American Heart Association ACLS program within this course to pass EMS 2621C. The laboratory complement of EMS 2621C will cover the psychomotor skills related to the modules listed above. These skills will include: Module IV, Trauma Emergencies, Module V, Medical Emergencies, and ACLS.

EMS 2622C PARAMEDIC III (PSVC, AS)
8 credits (4 lecture hours, 5 lab hours)
Prerequisite: EMS 2621C
This is the third course in the National Paramedic Curriculum. This course includes both didactic and laboratory components. EMS 2622C will cover Modules V and VI of the National Paramedic Curriculum. Additional certifications in Basic Trauma Life Support and Advanced Pediatric Life Support will be issued upon successful completion of national standardized curriculum via BTLS International and American Heart Association. The laboratory complement of EMS 2622C will cover the psychomotor skills related to the modules listed above. These skills will include: Module IV, Trauma Emergencies, Module V, Medical Emergencies, BTLS and PALS.

EMS 2659 PARAMEDIC FIELD INTERNSHIP (PSVC, AS)
4 credits (8 clinical hours)
Prerequisite: EMS 2622C
This is the third and final internship rotation for the Paramedic Program. One hundred percent (100%) of the student's time will be in the pre-hospital EMS field, responding on Advanced Life Support emergency vehicles, under the direction of a Paramedic Preceptor. A Paramedic Program Clinical Instructor will serve as the liaison between the EMS provider agency and the Paramedic Program staff at P.B.C.C. During this final rotation, the Paramedic Intern is to be evaluated on all aspects of the program/curriculum in the role of an "EMS Team Leader". The Paramedic Preceptor will evaluate the Intern's performance on each call, make and record observations and intervene only when required to assure proper standards of care.

EMS 2664 PARAMEDIC CLINICAL I (PSVC, AS)
4 credits (12 clinical hours)
Corequisite: EMS 2620C
This is the first internship rotation for the Paramedic Program. It MUST be taken during the first term and concurrent with EMS 2620C. The paramedic student will participate in various selected hospital and pre-hospital EMS provider rotations. The student will be responsible for patient care under the direction of Clinical Instructors and Paramedic Preceptors. In this first internship approximately 75% of the student's time will be in the hospital/clinical setting, and 25% in the pre-hospital EMS field, responding on Advanced Life Support emergency vehicles.

EMS 2665 PARAMEDIC CLINICAL II (PSVC, AS)
4 credits (12 clinical hours)
Prerequisites: EMS2620C and EMS 2664; Corequisites: EMS 2621C and Advanced Cardiac Life Support (ACLS)
This is the second internship rotation for the Paramedic Program. It MUST be taken during the second term and concurrent with EMS 2621C. The paramedic student will participate in various selected hospital and pre-hospital EMS provider rotations. The student will be responsible for patient care under the direction of Clinical Instructors and Paramedic Preceptors. In this second internship, approximately 50% of the student's time will be in the pre-hospital EMS field, responding on Advanced Life Support emergency vehicles and 50% in the hospital clinical setting.

ENC 0001 COLLEGE PREP ENGLISH I
3 institutional credits (3 lecture hours)
Corequisite: SLS 1501
This course prepares students for ENC 0010. It emphasizes the construction and expansion of sentences for standard paragraph form with individual grammar review as needed. Graded A, B, C, or N (Not Passing). Special fee required.

ENC 0010 COLLEGE PREP ENGLISH II
3 institutional credits (3 lecture hours)
Prerequisite: A College Placement Test (CPT) score of 61 or above or successful completion of ENC 0001; Corequisite: SLS 1501
This course prepares students for ENC 1101. It emphasizes basic writing skills necessary to construct coherent paragraphs and essays in the rhetorical modes with individual grammar review as needed. Graded A, B, C, or N (Not Passing). Special fee required.

ENC 1101 COLLEGE COMPOSITION I (AA)
3 credits (3 lecture hours)
Prerequisite: ENC 0010 or adequate score on placement exam
Course includes fundamentals of expository writing, rhetorical patterns and a review of mechanics, syntax and grammar. After successfully completing this course, students should demonstrate strategies in planning and drafting an essay, developing a thesis, using effective diction and sentence structure, using conventional syntax and observing conventions of Standard English. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart.) before enrolling in this General Education course. A grade of C or higher is required for this course to be used as a General Education course. Gordon Rule writing requirement required: 6,000 words.

ENC 1102 COLLEGE COMPOSITION II (AA)
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121.
Course teaches skills and techniques for critical, persuasive and research writing. Also included are styles and tone of non-fiction and interpretation of literature. After successfully completing the course, students should demonstrate increased proficiency in writing; analyze and compose non-fictional prose; and write persuasive, critical and research essays. A grade of C or higher is required for this course to be used as a General Education course. Gordon Rule writing requirement minimum: 7,000 words.

ENC 1104 CLAST REVIEW - ESSAY SKILLS (AA)
1 credit (1 lecture hour)
This course is designed for students who need an intensive review in college-level essay writing as a preparation for the CLAST. The CLAST essay objectives will be emphasized. Graded Passing or Not Passing (P or N)

ENC 1121 HONORS COLLEGE COMPOSITION I (AA)
3 credits (3 lecture hours)
Prerequisite: ACT score of 27 or above; or CPT score of 87 or above in both Reading and Sentence Structure. Recommended 3.5 high school grade point average.
This course is designed for students with mastery of English fundamentals and proficiency in communications skills. It includes a sophisticated approach to reading and writing with emphasis on critical thinking. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart.) before enrolling in this General Education course. A grade of C or higher is required for this course to be used as a General Education course. Gordon Rule writing requirement minimum: 6,000 words

ENC 1122 HONORS COLLEGE COMPOSITION II (AA)
3 credits (3 lecture hours)
Prerequisite: ENC 1121 or recommendation of ENC 1101 instructor
This course is an advanced composition course emphasizing creative expression and critical thinking. It is a continuation of ENC 1121. A grade of C or higher is required for this course to be used as a General Education course. Gordon Rule writing requirement minimum: 7,000 words.

ENC 1131 CLAST REVIEW – WRITING SKILLS (AA)
1 credit (1 lecture hour)
This course reviews college-level grammar and writing skills for students who need to take the English language skills subtest of the CLAST. Sentence structure, grammar and word-choice skills will be stressed as explained in the CLAST objectives. Graded A, B, C, or N (Not Passing).

ENC 1141 WRITING ABOUT LITERATURE (AA)
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121
This course, recommended for potential English majors, is designed to develop abilities to analyze and interpret short stories, novels, plays and poems and to write about these literary forms critically, responsively, and persuasively. This course is accepted for transfer as part of a completed AA degree. A grade of C or higher is required for this course to be used as a General Education course. Gordon Rule writing requirement minimum: 7,000 words.

ENC 1151 APPLIED COMMUNICATIONS (AS)
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121
Technical writing offers critical work in preparation of manuals, reports and professional memoranda. It is designed for those who need to write out processes and instructions. Practical examples, such as handbooks and letters from functioning businesses, help students develop skill in being explicit. Written work: 7,000 words.

ENL 2012 ENGLISH LITERATURE BEFORE 1800 (AA)
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121
Students will study writings produced in the British Isles from the beginnings to 1800 and work on developing appreciation for major writers and their influences. Concurrently, students will focus on reading, interpreting and discussing the literature critically. Through this process, students will have deepened understandings of what being human means. A grade of C or higher is required for this course to be used as a General Education course. Gordon Rule writing requirement minimum: 3,000 words.

ENL 2012 HONORS ENGLISH LITERATURE BEFORE 1800 (AA)
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121 and Cumulative GPA 3.5
Honors components included in this course version.

ENL 2022 ENGLISH LITERATURE AFTER 1800 (AA)
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121
Students will study writings produced in the British Isles from 1800 to the present and work on developing an appreciation for major writers and their influences. Concurrently, students will focus on reading, interpreting and discussing the literature critically. Through this process, students will have deepened understandings of what being human means. A grade of C or higher is required for this course to be used as a General Education course. Gordon Rule writing requirement minimum: 3,000 words.

ENL 2022 HONORS ENGLISH LITERATURE AFTER 1800 (AA)
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121 and Cumulative GPA 3.5
Honors components included in this course version.

EST 2542C PROGRAMMABLE CONTROLLERS (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: EET 1015
Introduction to industrial controllers, how to program and applications to industrial processes.

ETD 0071 BLUEPRINT READING (PSAV)
150 clock hours
This course introduces students to the technology and graphic skills necessary to become familiar with the drafting industry. This course will cover basic drafting skills and fundamental computer skills. Lake Worth only.

ETD 0073 DRAFTING I (PSAV)
450 clock hours
This course provides students with an understanding of the properties, uses and limitations required in the drafting profession. Emphasis is on the recognition of various parameters to completing drafting tasks. Lake Worth only.

ETD 0138 CARTOGRAPHIC DRAFTING (PSAV)
300 clock hours
This course prepares students to develop techniques to draft and interpret topographical maps and plat-views of highway projects. A study of computer-aided drafting related to civil engineering applications will apply. Lake Worth only.

ETD 0530 ARCHITECTURAL DRAFTING I (PSAV)
200 clock hours
This course enables students to interpret graphic and written communications. Emphasis is on actual architectural engineering working drawings and specifications for designed and built residential and commercial projects. Lake Worth only.

ETD 0531 ARCHITECTURAL CAD DRAFTING (PSAV)
550 clock hours
This specialty course prepares students for a career as a CAD technician with the ability to prepare drawings in all aspect of architecture. Lake Worth only.

ETD 0532 ARCHITECTURAL DRAFTING II (PSAV)
550 clock hours
This course prepares students to residential, multi-family and small commercial drawings. Problems presented have varied material and structural systems. Emphasis is on building codes and costs. Lake Worth only.

ETD 0540 CIVIL DRAFTING (PSAV)
600 clock hours
This course focuses on developing competence in drafting structural and civil drawings. Emphasis is on interpreting field data to produce highway construction drawings and specifications. Lake Worth only.

ETD 0542 STRUCTURAL DRAFTING (PSAV)
300 clock hours
This course is a final component of Structural Drafting. It provides the skills necessary to develop the ability in preparing "finished" drawings for customers. Lake Worth only. Commercial and residential construction.

ETD 0601 ELECTRICAL DRAFTING (PSAV)
600 clock hours
This course will provide the student with basic electrical knowledge and skills to draft machine controls and circuits for home and commercial projects (i.e., electrical hardware and control schematics) Lake Worth only.

ETD 0622 ELECTRONIC DRAFTING (PSAV)
600 clock hours
This course provides the student with basic knowledge of electrical circuits, solid state devices and basic power supplies. It is designed to present, through actual practice, the elements of electronic drafting and fabrication. Lake Worth only.

ETD 0700 MECHANICAL DRAFTING I (PSAV)
200 clock hours
This course is designed to provide students with the practice of engineering drafting. Emphasis is on working drawings and progressing to engineering drawings in specialized areas. Lake Worth only.

ETD 0701 MECHANICAL CAD DRAFTING (PSAV)
500 clock hours
This course prepares students for a career as professional CAD technicians. The disciplines covered emphasize the latest technology for rendering in the three dimensions of surface modeling. Lake Worth only.

ETD 0702 MECHANICAL DRAFTING II (PSAV)
600 clock hours
This course is a comprehensive overview of the principles and practices of mechanical drafting, beginning with the basics and progressing to the completion of production drawings. Lake Worth only.

ETD 1100C INTRODUCTION TO TECHNICAL DRAWING (AS)
3 credits (2 lecture hours, 2 lab hours)
Corequisite: ETD 1320C
Beginning course for engineering and technology covering principles of graphic language and is for students without previous mechanical drawing experience. Topics include: use and care of drawing instruments, lettering, multiview projection, sketching techniques and blueprint reading. Learn the principles and techniques associated with good technical drawing.

ETD 1320C INTRODUCTION TO COMPUTER DRAFTING (AS)
3 credits (2 lecture hours, 2 lab hours)
Corequisite: ETD 1100C or equivalent
Introduces concepts and use of computer-aided drafting systems as applied to Design and Drafting Technology. Hands-on experience with AUTOCAD is the major part of the course. The course shows how to use AUTOCAD to set up drawings and add lines, circles, arcs, other shapes, geometric constructions, and text. Students will use display and editing techniques as well to obtain information about their drawings and work with drawing files.

ETD 1461C MECHANICAL DESIGN I (AS)
4 credits (3 lecture hours, 2 lab hours)
Prerequisite: ETD 1320C
The objective of this course is to develop a proficiency in the fundamentals of basic mechanical design including: (1) machine tool and manufacturing processes, (2) tolerancing, (3) threads and fasteners, (4) descriptive geometry and (5) axonometric and oblique projections.

ETD 1528C MECHANICAL DESIGN II (AS)
4 credits (3 lecture hours, 2 lab hours)
Prerequisite: ETD 1461C; Corequisite: ETD 2352C
The objective of this course is to develop proficiency in the fundamentals of mechanical design including (1) design concepts, (2) document and detail drawings and (3) integration and use of mechanical design computer software.

ETD 1614C ELECTRONIC DRAFTING (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ETD 1100C; Corequisite: ETD 1320C
The objective of this course is to develop proficiency in the fundamentals of electronic drafting including: (1) device symbols, (2) wiring, cabling and chassis drawing, (3) flow and logic diagrams, (4) printed circuit boards, (5) schematic drawings, (6) microelectronic drawings.

ETD 1620C ELECTRICAL DRAFTING (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ETD 1100C; Corequisite: ETD 1320C
The objective of this course is to develop proficiency in the fundamentals of electrical drafting including (1) industrial controls, (2) electrical power field, (3) electrical drawings from architecture and (4) graphical data representation. Special fee required.

ETD 2331C AUTOLISP (AS)
2 credits (2 lecture hours, 2 lab hours)
Prerequisites: ETD 1320C, ETD 2350C
Introduces use, programming and debugging AutoLISP programs.

ETD 2332C CUSTOMIZING AUTOCAD (AS)
2 credits (2 lecture hours, 2 lab hours)
Prerequisites: ETD 1320C, ETD 2350C
Operation, setup, editing, debugging menus, scripts, slides, fonts, hatch patterns and LISP routines. Includes DOS editors, flowcharting and debugging.

ETD 2350C ADVANCED COMPUTER DRAFTING (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: ETD 1320C or equivalent experience
Continuation of computer-aided drafting and design as applied to the student's special field of interest (civil, architectural or mechanical). Students will learn to use AUTOCAD to draw and edit polylines, set layers, linetypes, and colors; dimension drawings; create section lines and graphic patterns; design symbols and attributes for multiple use, and make basic 3D drawings. Drawings will be plotted.

ETD 2352C MODELING IN 3D (AS)
2 credits (3 lecture hours, 1 lab hour)
Prerequisites: ETD 1320C, ETD 2350C
This course covers how to define, setup, modify, and analyze 3D models in AUTOCAD focusing on AME commands and supplied routines. (8 week express term)

ETD 2377C 3D STUDIO MAX I (AS)
3 credits (2 lecture hours, 2 lab hours)
3D Studio Max represents a comprehensive introduction to image creation and animation. The student will learn how to create complex models, apply material to objects, place lights and cameras, render images and animation.

ETD 2378C 3D STUDIO MAX II (AS)
3 credits (2 lecture hours, 2 lab hours)
3D Studio Max II expands on the rendering and animation foundation established in 3D Studio Max I. This course takes special note of what is important for modeling and texturing architectural and mechanical models, characters, engineering visualization, virtual reality and Internet Web sites.

ETG 2537C PROPERTIES AND TESTING OF MATERIALS (AS)
4 credits (3 lecture hours, 2 lab hours)
Characteristics and physical properties of materials are investigated along with basic mechanics includes techniques on machines used for physical testing in industry. Topics include stress, strain, elasticity, types of failure, structure and application of ferrous and nonferrous metals, organic and inorganic materials and compounds.

ETI 2633 INDUSTRIAL RELATIONSHIPS (AS)
3 credits (3 lecture hours)
Practical understanding of union organization, industrial organization (large and small), and employer-employee relationships are covered. Information on acquiring and holding an entry position including writing of personal data sheet is presented.

EVR 1007 FLORIDA'S ENVIRONMENTAL HISTORY (AS)
3 credits (3 lecture hours)
This course examines the formation of the area presently known as Florida and traces the history of significant environmental developments, particularly those that are consequences of human impact. Focus is on geologic history, pre-human history, period of early man, and period of modern man.

EVR 1210 INTRODUCTION TO WATER RESOURCES (AS)
3 credits (3 lecture hours)
This course provides basic information and data associated with water resources. Also, various areas of water resources; relevant laws, rules and regulations; and management of water resources are covered.

EVR 2195C WATER RESOURCES FIELD METHODS (AS)
4 credits (1 lecture hour, 6 lab hours)
Prerequisites: EVR 2212, EVR 2290
Practical experience in the fundamentals of stream flow measurement and principles of groundwater flow; practical application of maps, graphics, surveying techniques and basic computational skills will be stressed.

EVR 2212 SURFACE WATER HYDROLOGY (AS)
3 credits (3 lecture hours)
Prerequisites: MAC 1147, STA 2023, EVR 1210
Fundamentals of surface water hydrology and hydraulics including rainfall, evaporation, infiltration, runoff, free-surface flow, pipe flow, flow measurement and pumps.

EVR 2290 GROUND WATER HYDROLOGY (AS)
3 credits (3 lecture hours)
Prerequisites: GLY 2030C, MAC 1147
This course provides basic information, data and analytical tools to understand mathematics and science used in groundwater subject area.

EVR 2XXX INTERNSHIP – CONSERVATION ECOLOGY (AS)
1 credit (8 lab hours)
Prerequisites: ORH 2511
Hands-on work experience as a volunteer assigned by the college to an appropriate cooperating office or agency. Hours and schedule are mutually determined by student, cooperator, and the college. Final written and oral reports are required.

EVR 2XXX INTERNSHIP – ENVIRONMENTAL ASSESSMENT (AS)
1 credit (8 lab hours)
Prerequisites: EVS 2601
Hands-on work experience as a volunteer assigned by the college to an appropriate cooperating office or agency. Hours and schedule are mutually determined by student, cooperator, and the college. Final written and oral reports are required.

EVR 2XXX INTERNSHIP – HYDROLOGIC STUDIES (AS)
1 credit (8 lab hours)
Prerequisites: EVR 1210
Hands-on work experience as a volunteer assigned by the college to an appropriate cooperating office or agency. Hours and schedule are mutually determined by student, cooperator, and the college. Final written and oral reports are required.

EVR 2XXX SURVEY OF ENVIRONMENTAL LAW (AS)
2 credits (2 lecture hours)
This course familiarizes the student with major legislation relating to the environment. Local, State and Federal laws will be included. Habitat destruction, endangered species, environmental contamination and pollution will be discussed. Students will be trained in how to obtain the text of current legislation.

EVS 1214C WATER QUALITY MONITORING AND ASSESSMENT (AS)
4 credits (3 lecture hours, 2 lab hours)
Pre-requisites: CHM 1015 (or higher)
This course addresses the principles of water quality, applicable regulations, monitoring design and planning, techniques in sample collection and analysis, and data assessment and validation. The focus will be on terminology and underlining concepts with emphasis on sampling and laboratory safety, as well as the value of quality assurance and quality control.

EVS 2193 ENVIRONMENTAL SAMPLING TECHNIQUES (AS)
3 credits (3 lecture hours)
Corequisite: EVS 1214C
This course will provide an overview of the proper procedures and techniques used to collect samples and data from a variety of environmental matrices, including water, soil, air and industrial areas. Instrument and equipment calibration and maintenance will be stressed.

EVR 2266 SURVEY IN ENVIRONMENTAL MAPPING/ GIS/REMOTE SENSING (AS)
3 credits (3 lecture hours)
Provides students with a survey in fundamental mapping skills, geographic information systems, and remote sensing technologies.

EVS 2601 INTRODUCTION TO HAZARDOUS MATERIALS (AS)
3 credits (3 lecture hours)
An introduction to characteristics of hazardous materials; determination of work site hazards; understanding the Safety Diamond; using Material Safety Data Sheets; hazwoper training.

EVS 2602 PRINCIPLES OF ENVIRONMENTAL SITE ASSESSMENT (AS)
3 credits (3 lecture hours)
This course is designed to prepare an individual to perform Phase I and Phase II environmental site assessments. Appropriate use of historical records, aerial photographs, facility inspections and interviewing techniques will be addressed.

FFP 0020 FIRE FIGHTER (PSAV)
450 clock hours
This course is designed to train individuals to be eligible for certification as a firefighter in the State of Florida. Upon successful completion the student will receive from the state of Florida a certificate of compliance. This is a necessary prerequisite for full time employment in the fire service in Florida.

FFP 1301 FIRE HYDRAULICS (AS)
3 credits (3 lecture hours)
Review of mathematics, hydraulic laws and formulas applied to fire service. Application of formulas and mental calculation to hydraulic problems are presented.

FFP 1302 FIRE APPARATUS AND EQUIPMENT (AS)
3 credits (3 lecture hours)
Fire-protection organization and equipment, basic fire-fighting tactics, public relations as affected by fire protection.

FFP 1505 FIRE PREVENTION (AS)
3 credits (3 lecture hours)
Organization and function of fire prevention; inspection, surveying and mapping procedures; recognition of fire hazards are presented. Emphasis is on engineering solutions to fire hazards; enforcing fire prevention; public relations as affected by fire prevention.

FFP 1540 PRIVATE FIRE PROTECTION SYSTEMS (AS)
3 credits (3 lecture hours)
The functions and general design principle of gaseous and solid particle suppression systems are presented. A review of standards and principles of installation of detection, signaling and communication systems. A review of the principles, characteristics, and limitations of extinguishing agents.

FFP 2320 BUILDING CONSTRUCTION FOR FIRE PROTECTION (AS)
3 credits (3 lecture hours)
Fundamental building construction and design, fire protection features and special considerations.

FFP 2326 BLUEPRINT READING AND PLAN EXAMINATION (AS)
3 credits (3 lecture hours)
Blueprint reading and plan examination offered through the Florida State Fire College.

FFP 2401 HAZARDOUS MATERIALS FOR EMERGENCY OPERATIONS (AS)
3 credits (3 lecture hours)
Basic hazardous materials identification, incident control techniques, personnel safety, environmental and basic chemistry.

FFP 2410 FIRE SERVICE TACTICS AND STRATEGIES (AS)
3 credits (3 lecture hours)
Strategies for controlling emergency situations including fires inside buildings, high-rise fires, hazardous material incidents, and mass casualty incidents are presented.

FFP 2501 HAZARDOUS MATERIALS FOR EMERGENCY OPERATIONS II (AS)
3 credits (3 lecture hours)
A continuation of FFP 2500, the curriculum in this course delves into the identification of hazardous materials, their properties and modes of transportation of hazardous materials.

FFP 2510 RELATED FIRE CODES AND STANDARDS (AS)
3 credits (3 lecture hours)
Course familiarizes inspector students with the Life Safety Code, its purpose, scope and application to the basic classifications of occupancy.

FFP 2604 FIRE INVESTIGATION AND ARSON DETECTION (AS)
3 credits (3 lecture hours)
Prerequisite: FIL 1200
Enrollment limited to fire service and law enforcement agencies. Official identification required. Covers detection of point of origin of fire, cause and spread of fire, report writing, interviewing, arson detection, collection and applications of software and computer languages as they pertain to scriptwriting, storyboarding, production, scheduling and cost control, project inventory and graphics.

FFP 2720 COMPANY OFFICER LEADERSHIP I (AS)
3 credits (3 lecture hours)
Basic aspects of leadership including leadership style, communications, group dynamics, individual behavior, motivation, and types of management used in fire service.

FFP 2721 COMPANY OFFICER LEADERSHIP II (AS)
3 credits (3 lecture hours)
Prerequisite: FFP 2130 or equivalent
This is the second of a two-part program in principles of leadership. Includes aspects of group dynamics, group behavior, motivation, planning and employee performance rating. Includes the topics of decision-making and problem solving.

FFP 2740 INSTRUCTIONAL METHODOLOGY (AS)
3 credits (3 lecture hours)
Principles, procedures, and techniques of teaching are presented with emphasis on methods of instruction, developing training outlines, use of visual aids and testing procedures.

FFP 2780 FIRE SERVICE ADMINISTRATION (AS)
3 credits (3 lecture hours)
Fundamentals of fire department management including organization, manning schedules, management of personnel and resources, water supplies, tactics for multiple companies, training, communications, records and reports, public relations. AIA grading schedule and maintenance of buildings and equipment are covered.

FFP 2781 ADVANCED FIRE SERVICE ADMINISTRATION (AS)
3 credits (3 lecture hours)
For the fire service career employee who is seeking advancement in the administrative track, this course provides training in government budgeting and accounting. Interlocal agreements, privatization and consolidation, Florida Statutes 633, 447, and 401, state and federal OSHA standards, NFPA 1500, public personnel management and labor relations.

FIL 1200 MOTION PICTURE AND TELEVISION PRODUCTION I (AA)
3 credits (3 lecture hours)
Prerequisite: ENC 1101
New students study the filmmaking process from concept to completion with special emphasis placed on the relationship between various job categories and the 16mm camera. Special fees required.

FIL 1620C COMPUTER APPLICATIONS FOR FILM, TELEVISION AND VIDEO (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: FIL 1200
Applications of software and computer languages as they pertain to script writing, storyboarding, production, scheduling and cost control, project inventory and graphics. Special fee required. Palm Beach Gardens only.

FIL 2000 INTRODUCTION TO FILM COMMUNICATION (AA)
3 credits (3 lecture hours)
This course will serve as an introduction to techniques and contributors of filmmaking. Film as 20th century communication, emphasizing formal elements, will be studied through analysis of feature-length films of different nations, styles, themes, and genres.

FIL 2100 WRITING FOR FILM AND TELEVISION (AA)
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121
A writing course covering scriptwriting as applied to film, television and video production. Additionally the course provides an opportunity for students to present their scripts before an audience.

FIL 2202C MOTION PICTURE AND TELEVISION PRODUCTION II (AS)
4 credits (1 lecture hour, 6 lab hours)
Prerequisites: FIL 2271C, FIL 2272C, FIL 2273C, FIL 2275C and FIL 2211C
Through demonstrations and lectures given by an instructor and professional film and television personnel, the student will develop the competencies related to film and television production. This film production course provides an opportunity for students to demonstrate the knowledge and skills obtained through participation in the Film, Television and Video Technology program. The students will participate as crew members in the production of a student or professional film or video project. Special fee required. Palm Beach Gardens only.

FIL 2211C EDITING AND POST-PRODUCTION (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: FIL 1200
This course is designed to acquaint students with the techniques and other aspects of aesthetics of video and film editing. Emphasis is placed on both visual and audio post production. Special fee required. Palm Beach Gardens only.

FIL 2211L EDITING AND POST-PRODUCTION LAB (AS)
1 credit (8 lab hours)
Course designed to provide hands-on experience in competencies of video and film editing. Demonstrations will given to familiarize student w/equipment, techniques used in post-production.

FIL 2271C CAMERA TECHNIQUES (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: FIL 1200
This course introduces the competencies expected to successfully operate video and film cameras. This course is offered through a series of lectures, demonstrations and laboratory sessions. Special fee required. Palm Beach Gardens only.

FIL 2271L CAMERA INTERNSHIP (AS)
1 credit (8 lab hours)
Prerequisite: FIL 2271C
This course is designed to provide experience in the competencies of film and video camera operation. Demonstrations will be given as to the execution of shooting activities using standard industry camera equipment. Special fee required. Palm Beach Gardens only.

FIL 2272C LIGHTING TECHNIQUES (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: FIL 1200
A study of film and video lighting techniques, practices and equipment, including lighting theory, power distribution systems and color theory. Special emphasis is placed on working as part of the film and video production crew. Special fee required. Palm Beach Gardens only.

FIL 2272L LIGHTING INTERNSHIP (AS)
1 credit (8 lab hours)
Prerequisite: FIL 2272C
This course is designed to provide hands-on experience in the execution of lighting for film or video production. Emphasis is on the equipment, hanging, placing, gelling and reading of lighting plots. Demonstrations will be given as to what lighting is required in various scenes. Special fee required. Palm Beach Gardens only.

FIL 2273C GRIPPING (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: FIL 1200
This course will teach the basics of the grip craft through a series of sessions that include lectures, demonstrations and labs. Special fee required.

FIL 2273L GRIPPING INTERNSHIP (AS)
1 credit (8 lab hours)
Prerequisite: FIL 2273C
This course is designed to provide work experience in the area of gripping or utility. Emphasis is placed on the proper use and maintenance of the equipment. Special fee required. Palm Beach Gardens only.

FIL 2275C SOUND (AS)
3 credits (1 lecture hour, 4 lab hours)
Prerequisite: FIL 1200
This course focuses on the theory and practice of production and post-production film and video sound. Special emphasis is placed on working as part of the film production crew. Special fee required. Palm Beach Gardens only.

FIL 2275L SOUND INTERNSHIP (AS)
1 credit (2 lab hours)
Prerequisite: FIL 2275C
This course is offered to provide work experience in the area of sound production for film or video. Emphasis will be placed on equipment operations. Special fees required. Palm Beach Gardens only.

FIL 2400 HISTORY OF MOTION PICTURES (AA)
3 credits (3 lecture hours)
This course introduces the student to the evolution of the motion picture through lectures and screening of selected films. The focus is on specific movements, individuals and developments in cinema during various periods in the history of film.

FIL 2932 THE BUSINESS OF FILM, TELEVISION AND VIDEO (AA)
1 credit (1 lecture hour)
Prerequisite: FIL 1200
This course introduces the student to the basic principles of business as they apply to film, television, and video production. The course introduces basic entertainment contracts and following trends through research and reading industry publications. Palm Beach Gardens only.

FIN 2100 PERSONAL FINANCE (AS)
3 credits (3 lecture hours)
This course provides a survey of the areas of personal economic problems with which all individuals must contend in our society. Topics will guide students toward obtaining favorable results in buying on credit, borrowing money, using bank services, investing savings, selecting insurance coverage, home orienting, investing in stocks and bonds, income tax planning, retirement planning, estate planning, wills and trusts.

FOS 1201 FOOD SERVICE SANITATION (AS)
2 credits (2 lecture hours)
Basic sanitation principles and applications covering management of a sanitary environment, regulations, standards, and accident prevention are presented.

FRE 1120 ELEMENTARY FRENCH I (AA)
4 credits (4 lecture hours)
This course helps students develop proficiency in the four language skills. Students who have completed French 1120 will have mastered the basic vocabulary and structures of the French language and will have achieved an appreciation of the breadth of the French-speaking world. Honors credit is available.

FRE 1121 ELEMENTARY FRENCH II (AA)
4 credits (4 lecture hours)
Prerequisite: FRE 1120 or equivalent
This course is a continuation of French 1120 and helps students continue to develop proficiency in the four language skills. Students who have completed French 1120 will have mastered the basic vocabulary and structures of the French language and will have achieved an appreciation of the breadth of the French-speaking world. Honors credit is available.

FRE 2200 INTERMEDIATE FRENCH I (AA)
3 credits (3 lecture hours)
Prerequisite: FRE 1121 or equivalent
In-depth comprehension of grammar and composition with attention to pronunciation. Vocabulary building is emphasized along with written exercises and conversation.

FRE 2201 INTERMEDIATE FRENCH II (AA)
3 credits (3 lecture hours)
Prerequisite: FRE 2200 or equivalent
This course is a continuation of FRE 2200. Advanced grammar and composition are enhanced through translating, writing of themes, and conversing are covered. Appreciation of life and culture of native speakers is attained through lectures, reading and discussions of the history of France.

FRE 2240 INTERMEDIATE CONVERSATIONAL FRENCH I (AA)
3 credits (3 lecture hours)
Prerequisite: FRE 1121 or equivalent
Develops conversational skills, intensive oral practice, and vocabulary building.

FRE 2241 INTERMEDIATE CONVERSATIONAL FRENCH II (AA)
3 credits (3 lecture hours)
Prerequisite: FRE 2240 or equivalent
Develops conversational skills, intensive oral practice, and vocabulary building.

FSS 1100 MENU PLANNING AND MERCHANDISING (AS)
3 credits (3 lecture hours)
Menu planning design, pricing with knowledge of proper advertising and merchandising of the food- service facility are emphasized.

FSS 1210C ELEMENTS OF FOOD SCIENCE AND TECHNIQUES (AS)
3 credits (2 lecture hours, 2 lab hours)
This course provides basic information on characteristics of foods, principles of food selection, techniques of preparation and meal management. The course objective is to obtain skills and information needed to maximize nutrition, time and cost control in food handling. Special fee required. Lake Worth only.

FSS 1220 PROFESSIONAL COOKING (AS)
2 credits (2 lecture hours)
Prerequisite or corequisite: FOS 1201; Corequisite: FSS 1220L
Basic terms, tools, and techniques are to be taught with the professional kitchen in mind.

FSS 1220L PROFESSIONAL COOKING LAB (AS)
Corequisite: FSS 1220
Basic terms, tools, and techniques are to be taught with the professional kitchen in mind.

FSS 1221C QUANTITY FOOD PRODUCTION I (AS)
4 credits (2 lecture hours, 4 lab hours)
Prerequisite: FSS 1210C, or FSS 1220 and FSS 1220L
Practical experience in handling tools, materials, and equipment includes food preparation and menu planning for large numbers of people with emphasis on institutional cooking, recipe conversions, production sheets, food costing and recipe-file development.

FSS 1222C QUANTITY FOOD PRODUCTION II (AS)
4 credits (2 lecture hours, 4 lab hours)
Prerequisite: FSS 1221C
This is a continuation of FSS 1221C. Students spend time as managers and production personnel. Proper management skills, production and planning are emphasized

FSS 1270 UNDERSTANDING WINE AND SPIRITS (AS)
3 credits (3 lecture hours)
Overview of the wine and spirits trade beginning with basics of growing grapes and making wine, how to taste effectively, read and understand wine labels and geography. Beers, brews and art of brewing are covered. Sales, merchandising and retail security are discussed.

FSS 1300 INTRODUCTION TO FOOD SERVICE MANAGEMENT (AS)
3 credits (3 lecture hours)
Covers food service management industry operations, stressing fundamentals of organization, methods of planning, organizing, scheduling, training, labor and cost control. Development and use of departmental forms will be analyzed. Principles of sanitation and safety will be included.

FSS 2100 PURCHASING FOR THE HOSPITALITY INDUSTRY (AS)
3 credits (3 lecture hours)
Emphasis on selection and specification requirements for purchasing food including fruit, vegetables, meats and grocery items; food-service standards and specifications, food items and paper and alcoholic beverages will be discussed.

FSS 2246C BAKING (AS)
4 credits (2 lecture hours, 4 lab hours)
Prerequisite: FSS 1220 and FSS 1220L or instructor permission required
Fundamentals of baking involving preparation of yeast rolls, bread, pies, cakes, cookies, tarts, doughnuts, holiday specialties, and torten. Proper use and care of equipment, sanitation and hygienic work habits and conformance with health laws are emphasized.

FSS 2248C PASTRY AND GARDE MANGER I (AS)
4 credits (2 lecture hours, 4 lab hours)
Prerequisite or corequisite: FSS 1221C
Basic garde manger principles including functions and duties of the department as it relates to other kitchen operations. Focus is on specialty work including buffet decorations, understanding equipment and area planning.

FSS 2249C PASTRY AND GARDE MANGER II (AS)
4 credits (2 lecture hours, 4 lab hours)
Prerequisite: FSS 1210C, FSS 1221C, FSS 2248C
Stresses specialty work of the garde manger, including tallow, ice sculpting, centerpieces, buffets and decorations, aspic and chaud froid work. Buffet planning and production are discussed.

FSS 2500 FOOD AND BEVERAGE COST CONTROL (AS)
3 credits (3 lecture hours)
Cost control systems of hotels and restaurants in purchasing, allocation, and use of foods and beverages for profitable operations.

GCO 2230 PUMPING AND IRRIGATION SYSTEMS (AS)
3 credits (3 lecture hours)
Irrigation principles and equipment used in horticulture including water requirements of plants, design and layout, pumps and valves, installation, trouble shooting and job estimating for residential and commercial sites.

GCO 2405 ADVANCED TURF CULTURE I (AS)
3 credits (3 lecture hours)
Prerequisite: ORH 2220
Students are provided with in-depth knowledge and skills for the intensive management of golf-course turf. Cultural practices used on golf courses along with budgeting, environmental sensitivity and tournament preparation are emphasized.

GCO 2406 ADVANCED TURF CULTURE II (AS)
3 credits (3 lecture hours)
Prerequisites: ORH 2220, GCO 2405
This second course in advanced turf culture provides an in-depth study of golf course pest management and irrigation systems

GEB 1011 INTRODUCTION TO BUSINESS (AA)
3 credits (3 lecture hours)
Objectives include: (1) give beginning business student an opportunity to learn about business in its entirety before studying each of its parts intensively, (2) develop a technical vocabulary for use in later courses and in reading business periodicals, (3) acquire a better understanding of the workings of the free enterprise system and (4) identify career opportunities.

GEO 1010 PRINCIPLES OF GEOGRAPHY AND CONSERVATION (AA)
3 credits (3 lecture hours)
Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (see Admissions, Placement Test Scores chart.) before enrolling in this General Education course.
This course is an introduction to world geography through a study of selected regions, with an emphasis on environmental and conservational problems. It examines the contemporary world through a geographical analysis of the historical, demographic, physical, economical, social, political, religious, cultural and ethnic characteristics of major countries and world regions. Gordon Rule writing requirement minimum of 2000 words and a demonstration of computer application is required. A grade of C or higher is required for this course to be used as a General Education course. Distance-learning section may be available.

GER 1120 ELEMENTARY GERMAN I (AA)
4 credits (4 lecture hours)
Focusing on conversational patterns, this course emphasizes modern German as a spoken, written and read language. Grammatical discussions are kept minimal as a communicative approach dominates. In-class discussions, cultural and literary readings and optional e-mail and German chat brings alive the Germanic culture. Optional Internet component and Honors credit available. Lake Worth only

GER 1121 ELEMENTARY GERMAN II (AA)
4 credits (4 lecture hours)
Prerequisite: GER 1120 or equivalent
This is a continuation of GER 1120. Speaking, listening, reading and writing German continue as the course is taught in German by mid-semester. Students will converse, read, and write on a wide range of culturally relevant topics. Optional Internet component and Honors credit available.

GER 2200 INTERMEDIATE GERMAN I (AA)
3 credits (3 lecture hours)
Prerequisite: GER 1121 or equivalent
Taught in German, GER 2200 is an in depth analysis of intermediate conversational, grammatical and written structures linked through cultural, literary and oral traditions. Students will converse on free-flow and focused topics and will write personal and business letters, memos and advanced e-mail. Optional Internet component and Honors credit available.

GER 2201 INTERMEDIATE GERMAN II (AA)
3 credits (3 lecture hours)
Prerequisite: GER 2200 or equivalent
Taught in German, GER 2201 is an in depth analysis of advanced conversational, grammatical and written structures linked through cultural, literary and oral traditions. Students will be able to converse (on the phone as well as in class) on a wide spectrum of topics. Students will write creatively in German. Optional Internet component and Honors credit available.

GER 2210 INTERMEDIATE GERMAN READINGS AND CONVERSATION I (AA)
3 credits (3 lecture hours)
Prerequisite: GER 1121
Beginning with simple utterances (Concrete Poetry) and intermediate texts (New and Old Fables) through national humor and modern fiction, this pure Internet German course prepares the student for more advanced readings. The emphasis is on self-paced reading supported by online chats in German about the literature. Grammar appears only when the content requires further explanation. Honors options.

GEY 2000 GERONTOLOGY (AA)
3 credits (3 lecture hours)
A practical human services approach to gerontology for the beginning professional. This study of aging includes psychological, sociological and biological factors related to the process of growing old. Special emphasis is placed on demography, income, employment, physical health, mental health, housing, transportation, and criminal victimization. Also included are the Older Americans Act, the Area Councils on Aging and Multi-purpose Human Services Resources (local, state and national). The course is designed to meet the needs of those already working in the field who are seeking increased knowledge and skills, as well as more positive attitudes. It is also for the beginner in the field of human services.

GLY 1000 DESCRIPTIVE GEOLOGY (AA)
3 credits (3 lecture hours)
The materials, structure, and surface of Earth and processes that produced or shaped them are covered. Laboratory exercises, demonstrations, and field trips are included. A grade of C or higher is required for this course to be used as a General Education course.

GLY 2030C ENVIRONMENTAL GEOLOGY (AS)
3 credits (2 lecture hours, 2 lab hours)
Principles of physical and historical geology as applied to the materials, structures, and surface of the earth. Special emphasis on Florida geology with the use of case scenarios and laboratory activities to illustrate environmental concerns including depletion of earth's resources, water supply problems, and pollution.

GRA 0010 BASIC COMPUTER OPERATIONS FOR COMMERCIAL ARTS (PSAV)
70 clock hours
This is an introduction to the use of windows. Lessons will include customizing the desktop, file management, controlling applications, and navigation of control panels and accessories operations, and scanning.

GRA 0011 PREFLIGHT (PSAV)
70 clock hours
This course is designed to provide students with an understanding of the terminology and practices used in the electronic prepress industry. Students will learn how to prepare files for film output and to minimize potential file problems. Students will visit industry sites to observe practices firsthand.

GRA 0040 PRINT HISTORY AND FORMATS (PSAV)
20 clock hours
This course is designed to show the student how printing had its start and how it has been developed to meet different needs in the printing market. Typographic terms will be linked to traditional letterpress printing.

GRA 0043 GRAPHIC REPRODUCTION (PSAV)
92 clock hours
This course is designed to explain and demonstrate the conventional methods used to produce printed products. This course will include: an introduction to safety in the workplace, graphic measurements, color proofing, prepress activities, process camera work, photo modification, graphic film processing, layout and imposition, stripping, an explanation of substrates and inks, finishing and binding techniques.

GRA 0052 SILKSCREENING (PSAV)
60 clock hours
The student will be shown how to assemble a stencil for silkscreen printing and then print out illustrations and typographic designs using the photo silkscreening technique on a variety of substrates. The student will prepare the stencil and transfer the emulsion to the screen. The student will get an overview of the commercial art printing processes: flexography, letterpress and gravure and lithography. Students will take a field trip to a commercial screen printing company. The student will also examine the safety requirements of a commercial silkscreen shop.

GRA 0053 VINYL SIGNMAKING (PSAV)
60 clock hours
The class will cover the principles of sign design which are meant to guide the professional in attaining a successful end product. Topics such as sign location and visibility, the message, letter size, color, type style, logo or graphics, layout and special effects will be considered. Knowledge of the materials used in sign making will be discussed. Learn about the products used in the vinyl sign industry. Become acquainted with all the possible variations of this particular type of material. Become familiar, too, with the variety of surfaces you can apply the vinyl product to such as: metal, plastic, sign blanks and laminated banners, corrugated plastic sheets, MDO (Medium Density Overly) plywood, glass windows, vehicle surfaces and magnetic media. The student will learn to operate a desktop vinyl cutter with compatible computer software.

GRA 0061 PROJECT MANAGEMENT (PSAV)
20 clock hours
This course will help students prepare for the managerial side of the graphic design field by teaching them the ills of scheduling jobs and giving accurate quotes for work performed.

GRA 0062 ART MARKETING (PSAV)
60 clock hours
This course will help students prepare for the job market. Students will learn the importance of self-promotion, the how-to's of self-promotion and will create a self-promotional piece.

GRA 0063 PROFESSIONAL DEVELOPMENT FOR COMMERCIAL ART (PSAV)
15 clock hours
In this course the student will learn basic job hunting skills. Students will prepare a resume, prepare for a job interview, write a cover letter and present their portfolio.

GRA 0064 MARKETING FOR THE FREELANCE ARTIST (PSAV)
30 clock hours
Tips, techniques, and procedures for starting up and running a successful creative-services business are presented.

GRA 0070 HISTORY OF GRAPHIC DESIGN (PSAV)
30 clock hours
This course provides a history of graphic communication, covering the evolution of graphic design over the past decade. The field of graphic design is a vital component of each culture and period in human history and in this course students will see a panorama of people and events unfold.

GRA 0071 CORELDRAW (PSAV)
125 clock hours
This course is designed to provide students with skills in layout in single and multi-page documents. Students will learn to apply typographic formats to columns, create headers/footers. Students will be able to save files in a variety of formats and publish files to PDF and Web, control the flow of text, control kerning and leading, import and export images.

GRA 0072 ILLUSTRATION (PSAV)
70 clock hours
The student will begin by learning the basics of freehand drawing, its tools, techniques, and media. The student will learn how to reproduce these drawings using the computer and vector based software. The student will also learn to conceptualize ideas in storyboard format.

GRA 0073 QUARKXPRESS FOR COMMERCIAL ART (PSAV)
70 clock hours
This course is designed to provide students with an understanding of traditional art design and QuarkXPress software. Students will use this understanding to design advertising posters, using both hand-rendered methods and QuarkXPress.

GRA 0075 PHOTOSHOP FOR COMMERCIAL ART (PSAV)
70 clock hours
This course is designed to provide students with skills that will enable them to manipulate digital images using Adobe Photoshop software. Students will learn how to use a digital camera, how to scan images into the computer and how to download images. Students will then work in Photoshop to manipulate these images.

GRA 0076 DIGITAL ILLUSTRATION (PSAV)
70 clock hours
This course is designed to provide students with skills that will enable them to edit basic graphics and to prepare them for print. Students will become familiar with the prepress process, Adobe Illustrator and will learn fundamental design principles using traditional, digital and contemporary methods of execution.

GRA 0081 TECHNICAL WRITING FOR COMMERCIAL ART (PSAV)
50 clock hours
This course is designed to instruct students in communication skills in the classroom and on the job. Lessons will concentrate on interpreting and verbal instructions, developing an outline, writing memoranda, directions or instructions and descriptions; presenting visual information, composing business letters, preparing a resume and writing a proposal.

GRA 0082 COPYEDITING (PSAV)
125 clock hours
The responsibilities of a copyediting include: proofreading existing copy, applying typographical formats and style attributes: size, style, spacing. A copy editor must be able to download documents into varied formats and understand printing as well as graphic trade terminology. The copy editor must be proficient in a desktop program, able to import and output documents, create text conversion. A copy editor must be able to create and apply style sheets to word processed documents.

GRA 0083 BUSINESS MATHEMATICS FOR COMMERCIAL ART (PSAV)
50 clock hours
The student will apply mathematics skills to business applications: banking, sales records, percentages, finance charges, payroll and taxes. Statistics, as they apply to marketing a target population will be covered. The student will prepare financial statements, review types of insurance, bonds and understand compound interest. Students will track a stock portfolio through the duration of the class. Pension plans and annuities will be discussed.

GRA 0085 INTERNET BASICS FOR COMMERCIAL ART (PSAV)
30 clock hours
This course will prepare the student to use the Internet for electronic communication. Students will learn how to get connected to the Internet, use e-mail, attach files, forward files, save and forward links, establish a home page, set browser preferences, perform research using search engines and create a personal Web page for self promotion. The student will also study copyright law as it applies to downloading and the use of images and reference materials.

GRA 0086 ADVANCED INTERNET SKILLS FOR COMMERCIAL ART (PSAV)
70 clock hours
This course is designed to provide students with skills that will enable them to download files from the Internet, find and use information from a bulletin board and gain a basic understanding of Web page design.

GRA 0087 BASIC MACINTOSH TROUBLESHOOTING SKILLS (PSAV)
70 clock hours
This course is designed to provide students with an understanding of how to solve common problems encountered while using computers. Students will gain troubleshooting skills for Macintosh computers.

GRA 0088 WEB DESIGN FOR COMMERCIAL ART (PSAV)
50 clock hours
The student will be able to create a home page with links using basic HTML and software. The student will be instructed in the use of hexadecimal color and saving formats appropriate for Web design. The student will use DreamWeaver and SimpleText to design Web pages.

GRA 0089 COLOR THEORY FOR COMMERCIAL ART (PSAV)
30 clock hours
This course is designed to teach the student color theory. The student will learn how to calibrate color between the monitor, scanner and printer. The student will learn how to keep color consistent throughout a project.

GRA 1190C GRAPHIC DESIGN I (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART 1201C and ART 1300C
An introduction to graphic design using the visual elements and principles of design, knowledge of tools and layout procedures is provided. Studio fee required. Supply purchase required. Not offered at Belle Glade.

GRA 1530C TYPOGRAPHY (AS)
3 credits (2 lecture hours, 2 lab hours)
This course covers the historical development of printed type, copyfitting, type classification and recognition, typographic elements and special skills as they relate to current electronic publishing software. Students will be introduced to type as a design element and will learn how to solve typographic problems. Special fee required.

GRA 2121C MACINTOSH PUBLISHING I (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA 2800C or permission of department chair
This introductory course is a desktop publishing course for those seeking experience in typesetting and layout for the publishing industry. This course is of great importance to those in the AS degree program in Graphic Design. Special fee required.

GRA 2122C MACINTOSH PUBLISHING II (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA 2151C or permission of department chair
This course covers the application of electronic publishing skills in a variety of graphic design projects for the purpose of building a comprehensive portfolio. Students will create, import, and arrange various components to create multi-page documents. Keyboard shortcuts will be stressed to encourage speed and accuracy. Special fee required.

GRA 2151C MACINTOSH ILLUSTRATION I (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA 2800C or permission of department chair
This course provides an overview of illustration software as applied to the Macintosh computer. The course covers various methods of creating and editing objects and paths as well as integrating designs with images and text. Special fee required.

GRA 2152C MACINTOSH ILLUSTRATION II (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA 2151C or permission of department chair
This course provides a comprehensive overview of illustration software as applied to the Macintosh computer. The course builds on the technical information learned in Macintosh Illustration I but offers more opportunity for creative expression. The student will design his/her own 2- and 3-D original projects. Special fee required.

GRA 2191C GRAPHIC DESIGN II (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA 1190C, GRA 2800C or instructor permission required
The second in a series of courses to prepare the student for advanced studies in advertising design. This course covers production procedures from rough layout to finished art. The student will use various computer software programs to assist them in completing the design projects as assigned. The student should have experience in using the Macintosh computer before enrolling in the course. Lake Worth only.

GRA 2800C INTRODUCTION TO MACINTOSH GRAPHICS (AS)
3 credits (2 lecture hours, 2 lab hours)
Pre/Corequisites: ART 1210C, ART 1300C
An introductory course in the use of the Macintosh computer as a graphic design tool. The student will learn how to navigate on a Macintosh and take advantage of its operating software features. Care and maintenance will also be covered, as well as the basics of three mainstream graphics applications. Special fee required.

GRA 2811C MACINTOSH IMAGE CREATION I (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA 2800C or permission of department chair
This course provides students an opportunity to advance their design skills by using digital image editing software as applied to the Macintosh computer. The course covers the implementation of basic creative options such as image creation and manipulation, color correction, and retouching through the use of layers and various selection methods. Special fee required.

GRA 2812C MACINTOSH IMAGE CREATION II (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: GRA 2811C
This intermediate course will expand upon the information gained in GRA 2811C Macintosh Image Creation I, covering the more advanced creative options offered in the digital image editing software. Emphasis will be placed on problem solving, advanced retouching, color correction, and various creative advertising techniques. Special fee required.

GRA 2940 GRAPHIC DESIGN INTERNSHIP (AS)
3 credits (5 lab hours)
Prerequisite: All other Graphic Design courses required for Graphic Design Technology program. A 3.0 minimum GPA in major graphic design courses and approval of department chair.
Upon becoming employed by a graphic design firm, the intern works in a studio setting such as a print shop, advertising agency, advertising department, etc., of a company or in a commercial printing business and is involved in duties associated with the graphic arts profession for a period of not less than six weeks, not more than 12 weeks or 220-300 hours to secure credit for the internship.

HCP 0001 HEALTH SCIENCE (PSAV)
78 clock hours
This course provides a basic overview of the health care delivery system and the roles of the different health care team members. The student will be introduced to concepts and principles common to all health careers. The curriculum includes CPR for the health care provider. Liability insurance required.

HCP 0120 NURSING ASSISTANT (PSAV)
75 clock hours
This segment introduces the student to the overall concept of practical nursing, problem solving, responsibilities and role in the interrelationships of various disciplines of the health team and verbal, non-verbal and written communications. The content addresses people of various ages and cultures, establishes a foundation of nursing skills that extends the students understanding of his/her role in giving patient care in a variety of situations with patients of all ages and prepares the student to take the state nursing assistant certification exam. Liability insurance required.

HCP 0300 HOME HEALTH AIDE (PSAV)
50 clock hours
This course introduces the student to the concept of the management of the patient in the home that includes physical comfort and safety, nutrition and legal and ethical responsibilities. Liability insurance required.

HCP 0620 PATIENT CARE ASSISTANT (PSAV)
75 clock hours
This course introduces the student to required patient care skills related to the hospital setting for both pre-operative care and post-operative care. Liability insurance required.

HEV 0100 30 HOUR FAMILY CHILD CARE CERTIFICATION COURSE (PSAV)
30 clock hours
This is the 30 hour DCF course required to become a family child care provider. Topics include business and administration, health and safety, child development, child observation, child abuse and neglect, hygiene and sanitation, and nutrition and kitchen sanitation.

HEV 0104 40-HOUR CHILD CARE CERTIFICATION (PSAV)
40 clock hours
This course fulfills the 30 and the 210-hour requirements for the child care worker certification necessary for employment in a licensed child care facility. The course content includes local rules and regulations, child abuse and neglect, health, safety and nutrition, child growth and development, behavioral observation and screening, and developmentally appropriate practices for young children.

HEV 0150 CDA MODULE I (PSAV)
40 clock hours
The first module of the Child Development Associate (CDA) program introduces the student to the CDA credentialing process. The student will receive formal instruction in these competencies: professionalism, health and safety and the learning environment. The student will also prepare a professional resource file.

HEV 0151 CDA MODULE II (PSAV)
40 clock hours
The second module of the CDA program focuses on the following competencies: physical and cognitive development, language development and communications skills and creative development. The student will continue preparing the professional resource file with observations of children in the candidate's own classroom.

HEV 0152 CDA MODULE III (PSAV)
40 clock hours
This third module in the CDA program covers the following competencies: profile management, family relationships and strategies to support social and emotional development. CDA observation course (HEV 0160) is required during this module. Prior to registering for Module III, students will provide documentation of all requirements.

HEV 0160 CDA OBSERVATION (PSAV)
2 clock hours
This observation is a required component of the CDA credential in the state of Florida and for the national credential. This observation of the candidate by an early childhood professional will be conducted during Module III. Areas of competency observed correspond to the curriculum competencies in all three modules.

HFT 1000 INTRODUCTION TO THE HOSPITALITY BUSINESS (AS)
3 credits (3 lecture hours)
Historical development of the hospitality business; compare present scope of the business at the national, state and county level; differentiate departmental and job responsibilities in hotels and restaurants. Covers food service management industry operations along with sanitation and safety practices in hospitality.

HFT 1630 MANAGEMENT OF SECURITY IN HOSPITALITY BUSINESS (AS)
3 credits (3 lecture hours)
This course explains the issues surrounding the need for individualized security programs, examines a wide variety of security and safety equipment and procedures, discusses guest protection and internal security for asset protection and outlines OSHA regulations that apply to lodging properties. Lake Worth only.

HFT 1700 TOURISM AND THE HOSPITALITY INDUSTRY (AS)
3 credits (3 lecture hours)
Provides basic knowledge of tourism-related concepts and practical experience for the hospitality industry.

HFT 1850C DINING ROOM MANAGEMENT (AS)
3 credits (2 lecture hours, 4 lab hours)
Prerequisite or corequisite: FOS 1201
This course blends theory and application. In the classroom, proper dining room procedures for director of service, dining room captain, waiter/waitress and dining room attendant. In the laboratory hospitality management training center, the student performs, on rotation, functions and responsibilities of each position including procedures for different types of service (plate service, family style, buffet service, platter service, cart service, banquet type and others); purchase and maintenance of chinaware, glassware, silverware and linen, wine and beverage service, sanitation and safety and in-service management.

HFT 1949C CO-OP: HOSPITALITY MANAGEMENT I (AS)
3 credits (1 lecture hour, 10 lab hours)
Prerequisite: Department chair permission
This coordinated work-study program reinforces educational and professional growth through parallel involvement in classroom studies and field experience. The student and teacher- coordinator determine objectives or on-the-job hospitality management assignment. The student is evaluated by the teacher-coordinator and immediate supervisor.

HFT 2220 PERSONNEL MANAGEMENT PRACTICES (AS)
3 credits (3 lecture hours)
Basic principles and analysis of managerial problems, including job analysis methods, selection, control and supervision of personnel including work plans and schedules, labor and cost control, legal requirements and safety controls.

HFT 2300 HOUSEKEEPING MANAGEMENT (AS)
3 credits (3 lecture hours)
A survey course providing a general understanding of the organization, duties and administration of institutional housekeeping includes interior decoration, purchase of furniture, carpeting, linens and supplies.

HFT 2410 HOTEL-MOTEL FRONT OFFICE AND PROCEDURES (AS)
3 credits (3 lecture hours)
This course provides a study of functions, procedures and organization of front office department in a medium and large hotel. The emphasis is on reservations and front-office psychology.

HFT 2434 CLUB MANAGEMENT (AS)
3 credits (3 lecture hours)
This course covers the basic management of clubs and resorts, private and semi-private clubs and resorts, and the differences in managing a club versus restaurants or hotels.

HFT 2510 SALES PROMOTION AND ADVERTISING IN HOTELS AND FOOD SERVICE (AS)
3 credits (3 lecture hours)
The study of marketing principles associated with the promotion of lodging and food service businesses.

HFT 2949C CO-OP: HOSPITALITY MANAGEMENT II (AS)
3 credits (1 lecture hour, 10 lab hours)
Prerequisites: HFT 1949C, department chair permission
This course is a continuation of HFT 1949C.

HIM 0030 FUNDAMENTALS OF MEDICAL TRANSCRIPTION (ATD)
90 clock hours
This course is an introduction to medical dictation and transcription. Emphasis will be on the roles and responsibilities of the medical record transcriber and the proper use of grammar, punctuation, and medical terminology when typing a variety of reports.

HIM 0031 MEDICAL TRANSCRIPTION I (ATD)
240 clock hours
This course provides lecture and medical dictation and transcription of prerecorded medical case reports. Emphasis will be on the content, format, style and medical grammar related to the cases.

HIM 0032 MEDICAL TRANSCRIPTION II (ATD)
240 clock hours
This advanced medical transcription course continues the dictation and transcription of medical case reports with continued emphasis on accuracy and productivity.

HIM 0217 HEALTH INFORMATION MANAGEMENT (ATD)(PSAV)
60 clock hours
This course provides instruction in health information management and professional development. Emphasis will be the role, purpose and forms of medical records and related legal and ethical issues, basic employability skills and interviewing techniques for career development.

HIM 0220 MEDICAL CODING I (ATD)(PSAV)
160 clock hours
This course will provide the student with instruction and hands-on application of ICD-9-cm and drag payment system for inpatient services.

HIM 0270 INSURANCE BILLING AND CLAIMS (ATD)(PSAV)
60 clock hours
This course focuses on the fundamentals of health insurance and the processing of claims. Basic health insurance and major medical benefits are explored. Simulation of medical office billing software will be used to enhance the student's understanding of the details used in medical insurance billing. Various types of insurance, third party payers and common billing problems will be included.

HIM 0280 FUNDAMENTALS OF MEDICAL CODING (ATD) (PSAV)
75 clock hours
This course will introduce the student to the scope of practice of the medical coder specialist. Emphasis will be on the structure and origin of the coding system along with ICD-9-CM and CPT rules and regulations.

HIM 0281 MEDICAL CODING II (ATD)(PSAV)
180 clock hours
This course will provide the student with advanced instruction and hands-on application of CPT coding for the physician's office and outpatient services.

HIM 0284 MEDICAL CODING (ATD)(PSAV)
60 clock hours
This course provides instruction in icd-9-cm diagnostic coding for medical records and cpt coding for physician services and procedures.

HIM 0302 ADMINISTRATIVE MEDICAL OFFICE PROCEDURES (PSAV)
90 clock hours
This course prepares the student for the roles and responsibilities of the administrative medical office assistant. Emphasis will be on front office functions, the health care team, professional communications, legal/ethical guidelines, safety and security procedures, and management skills needed to accomplish employment objectives.

HIM 0450 BASIC ANATOMY AND PHYSIOLOGY (PSAV)
45 clock hours
This course offers an introduction to the study of the human body. Emphasis will be on the structure and function of body organs and systems including cellular biology and related terminology.

HIM 0650 MEDICAL OFFICE TECHNOLOGY (PSAV)
45 clock hours
This course offers an introduction to computer technology, machine dictation and transcription used in the health care system. Hands on usage of common medical office applications will be provided.

HIM 0811 PROFESSIONAL DEVELOPMENT (PSAV)
30 clock hours
This course will instruct the student in basic employability skills. Content will include interviewing, resume writing, job search, professional etiquette and resources for professional and career development.

HIM 0825 MEDICAL SECRETARY OFFICE SIMULATION (ALTERNATIVE) (PSAV)
90 clock hours
This course places the student in a simulated work environment to gain experience in performing administrative medical assistant functions and responsibilities. Upon completion, the student will have met industry standards for employment as a medical secretary.

HIM 0826 MEDICAL SECRETARY EXTERNSHIP (PSAV)
70 clock hours
This externship places the student in a medical office to gain practical experience in performing administrative medical assistant functions and responsibilities. Upon completion, the student will have met industry standards for employment as a medical secretary.

HLP 1081 PHYSICAL FITNESS I (AA)
1 credit (2 lab hours)
Introduces concepts of fitness for living. A personal fitness evaluation and planned program for fitness are included.

HLP 1083 ESSENTIALS OF WELLNESS I (AA)
1 credit (1 lecture hour)
This course is designed to provide the student with a fundamental knowledge of wellness. Included are individual evaluations of wellness (examples: nutrition, stress and exercise), development of "wellness" plans for self and others and concepts of management for individual plans. Each module builds from the previous one moving the student from basic to complex concepts and teaching/learning strategies. Module I focuses on basic information and beginning development of wellness plans for individuals.

HLP 1087 ESSENTIALS OF WELLNESS II (AA)
1 credit (1 lecture hour)
Prerequisite: HLP 1083
This course is designed to provide the student with a fundamental knowledge of wellness. Included are individual evaluations of wellness (examples: nutrition, stress and exercise), development of wellness plans for self and others and concepts of management for individual plans. Each module builds from the previous one moving the student from basic to complex concepts and teaching/learning strategies. Module II focuses on using the basic concepts, exploring special population needs and managing a wellness plan.

HLP 1088 ESSENTIAL OF WELLNESS III (AA)
1 credit (1 lecture hour)
Prerequisite: HLP 1087
This course is designed to provide the student with a fundamental knowledge of wellness. Included are individual evaluations of wellness (examples: nutrition, stress and exercise), development of "wellness" plans for self and others and concepts of management for individual plans. Each module builds from the previous one moving the student from basic to complex concepts and teaching/learning strategies. Module III focuses on integrating community resources with individual/group wellness plans and evaluating their effectiveness and incorporating necessary modifications.

HMV 0010 CAREERS IN FOOD SERVICE (PSAV)
40 clock hours
This course presents different food service employment opportunities. It prepares the student to successfully complete a job search, application and interview within the food service industry. Lake Worth only.

HMV 0100 MEAT, POULTRY AND FISH PREPARATION (PSAV)
200 clock hours
This course teaches the student to identify, select, store, prepare, and present meats, poultry and fish products. It expands the students knowledge of basic cooking techniques and prepares them for employment as a kitchen helper or cook.

HMV 0101 STOCK, SOUP, AND SAUCE PREPARATION (PSAV)
200 clock hours
This course teaches the student to identify, select, store, prepare, present and use stock, soup and sauces. It builds knowledge for quantity food preparation and cooking techniques. Students may seek employment as a cook helper or cook. Lake Worth only.

HMV 0105 PRODUCE PREPARATION (PSAV)
50 clock hours
This course introduces basic cooking principles with emphasis on preparation and presentation of fruit, vegetable, salad and salad dressings. Student can obtain employment as salad worker and kitchen helper. Lake Worth only.

HMV 0107 BREAKFAST AND STARCH PREPARATION (PSAV)
300 clock hours
This course teaches the student to identify, select, prepare, and store dairy, egg, and starchy products for the production of breakfast foods. It prepares students to obtain employment as a breakfast and short-order cook. Lake Worth only.

HMV 0108 BAKESHOP (PSAV)
290 clock hours
This course covers basic baking and dessert preparation. After completion, students may seek employment as a pastry cook or baker's helper. Lake Worth only.

HMV 0109 QUANTITY FOOD TECHNIQUES (PSAV)
50 clock hours
This course introduces the student to quantity food techniques. Emphasis is placed on preparation and presentation of hot and cold sandwiches, hors d'oeuvres and garnishes, as well as buffet food services. It introduces the student to employment as a salad worker. Lake Worth only.

HMV 0110 SAFETY AND SANITATION (PSAV)
75 clock hours
This course provides an overview of housekeeping operations and skills and prepares students to obtain employment as a steward. The development of skills for environmental safety and sanitation are emphasized. Lake Worth only.

HMV 0112 KITCHEN TOOLS AND EQUIPMENT (PSAV)
125 clock hours
This course teaches the student to identify and correctly utilize kitchen tools and equipment and prepares students to obtain employment as a utility cook. Lake Worth only.

HMV 0140 BUSINESS SKILLS (PSAV)
50 clock hours
This course introduces basic business and entrepreneurial skills for food service workers. Topics include menu planning, cost control and budgeting. The roles and characteristics of a manager, supervisor, and business owner are presented.

HMV 0143 CUSTOMER SERVICE (PSAV)
60 clock hours
This course covers principles of waiting on customers, billing customers and basic math skills, clearing and setting tables and various serving styles. Customer service operations and skills are presented. Lake Worth only.

HSC 0003 HEALTH CONCEPTS (PSAV)
78 clock hours
This course provides an overview of the health care delivery system. Content will include health occupations, roles and responsibilities of the health care team, consumer rights, legal and ethical guidelines, communication skills, safety and security procedures, infection control and knowledge of blood borne diseases. Liability insurance required.

HSC 0530 INTRODUCTION TO MEDICAL TERMINOLOGY AND DISEASE (PSAV)
75 clock hours
This course is a study of the language of medicine used by health care professionals. Emphasis will be on building a medical vocabulary to include Common diseases and conditions, diagnostic and operative procedures, laboratory medicine and pharmacology.

HSC 1000 INTRODUCTION TO HEALTH CARE (AS)
2 credits (2 lecture hours)
Corequisite: HSC 1000L
This course prepares the student for study in the allied health occupations. Unit studies include professional ethics, behavior and communication, patient care and assessment, universal precautions, CPR, medical terminology, risk management and the study of health care regulation and systems.

HSC 1000L INTRODUCTION TO HEALTH CARE LAB (AS)
1 credit (2 lab hours)
This course is the companion to HSC 1000 through the introduction of core technical skills for health occupations. Includes basic skills such as: therapeutic communications, transfer procedures, mobility, vital sign measurements, OSHA guidelines including hand washing, medical and surgical asepsis (including gloving), calculation of medical/science math, employment skills and CPR. The lab is currently a pass/fail grading configuration.

HSC 1010 INTRODUCTION TO DEVELOPMENTAL CONCEPTS FOR HEALTH CARE PROVIDERS (AS)
2 credits (2 lecture hours)
This course is designed to introduce the student to an overview of the general principles and processes of normal human growth and development. The student will be exposed to developmental concepts as they relate to specific age groupings, from conception through death. Health care implications and adaptations for health care providers will be integrated with course content. Biological, psychosocial and societal biopsychosocial forces will be identified in relation to their effects on the range of normal human behaviors. Effective communication techniques will be studied, with emphasis on their use in health care situations.

HSC 1400 STANDARD FIRST AID AND CPR (AS)
1 credit (2 lab hours)
Provides skills meeting certification requirements by the American Red Cross; includes CPR certification.

HSC 1593 AIDS: A HUMAN CONCERN (AA)
3 credits (3 lecture hours)
All the dimensions of this pandemic crisis are addressed with specific insights on how AIDS directly and indirectly affects all laypersons and (allied) health care professionals alike. Included are clinical manifestations (prevention and testing), psychosocial and neuropsychiatric aspects, legal and ethical issues, the social, political, epidemiological, and economic implications. Special fee required. A grade of C or higher is required for this course to be used as a General Education course.

HSC 2100 HEALTH CONCEPTS AND STRATEGIES (AA)
3 credits (3 lecture hours)
Covers knowledge that applies to the promotion of good health of the individual, family and society. Emphasis is on various health needs defined as the physical, emotional, social, spiritual and intellectual aspects. Emphasis is placed upon stress management, disease prevention, fitness, nutrition and the development of an effective wellness lifestyle. Special fee required. A grade of C or higher is required for this course to be used as a General Education course.

HSC 2100 HONORS HEALTH CONCEPTS AND STRATEGIES (AA)
3 credits (3 lecture hours)
Prerequisite: Cumulative GPA 3.5
Honors components included in this course version.

HSC 2133 HUMAN SEXUALITY EDUCATION (AA)
3 credits (3 lecture hours)
Course provides scientific knowledge about sexuality, which enables the application and promotion of good health. For self, family and society. Emphasis is on human sexual biological systems and responses, reproduction and birthing/control, gender identify/role, sexuality through the life cycle, sexual relationships and sexual values, sexual dysfunction/therapy and sexually transmitted diseases.

HSC 2140 DRUG EDUCATION (AA)
3 credits (3 lecture hours)
Licit and illicit, use, misuse, and abuse of drugs on human behavior and society engender major social (institutional) problems. The impact on individual lives, health costs and social consequences is staggering. Included are the biological and historical information about drugs and scientific aspects of their pharmacological effects on mind and body.

HSC 2204 COMMUNITY HEALTH EDUCATION (AA)
3 credits (3 lecture hours)
HSC 2100 recommended. This course is an introduction to the nation's community health system and related educational functions. Surveyed are historical and administrative structures, concepts and scope of varied programs, (county, state and federal) topical treatment of major contemporary health problems and the relatedness of health education and community functions.

HSC 2531 MEDICAL TERMINOLOGY (AA)
3 credits (3 lecture hours)
This course provides preparation for health-related vocations with the commonly used medical terminology. The components of medical terms are analyzed, terms are defined and use of medical dictionary and related sources are emphasized.

HUN 1001 INTRODUCTORY NUTRITION (AA)
3 credits (3 lecture hours)
This course is designed as an introductory course for students not majoring in a health care field. The course focuses on increasing students' knowledge and understanding of basic nutrition concepts and developing skills that will enable students to make healthful decisions about nutrition. Lake Worth only.

HUN 1201 ELEMENTS OF NUTRITION (AA)
3 credits (3 lecture hours)
This course explores the metabolism of nutrients and the incorporation of nutritional principles into practical guidelines for health, weight management, and sound food choices throughout the human life cycle. Emphasis is placed on evaluating dietary intakes and nutritional practices. The changing nutritional scene and areas of controversy are reviewed.

HUN 1501 COMMUNITY NUTRITION (AA)
3 credits (3 lecture hours)
Prerequisite: HUN 1201
This course utilizes knowledge of normal nutrition; skills in communications; socioeconomic influences; and familiarity with community resources to educate and motivate individuals and groups to improve their nutritional status. Lake Worth only.

HUS 1001 INTRODUCTION TO HUMAN SERVICES (AS)
3 credits (3 lecture hours)
This course provides an introduction and orientation to the field of Human Services. The history, current concepts and roles of beginning professionals, community services and agencies are examined. The knowledge, ethics, skills and attitudes necessary to the field of Human Services are discussed. The student will demonstrate knowledge, ethical principles, skill and attitudes in practical application using the process of analysis and research of client needs and agency services.

HUS 1100 COUNSELING AND INTERVIEWING (AS)
3 credits (3 lecture hours)
Prerequisite: PSY 2012
This course teaches skills, knowledge and attitudes for counseling, interviewing and problem solving as used in therapy. A combination of teaching techniques is used including demonstration, exercises, one-on-one practices, reading assignment and fieldwork. The students will learn and practice problem-solving techniques, which help the client identify problems and work systematically for solutions. Interviewing is taught as a component of the counseling process. Active listening, reflecting, questioning, summarizing, problem-solving, starting a session and ending a session are taught in this course.

HUS 1200 PRINCIPLES OF GROUP DYNAMICS (AS)
3 credits (3 lecture hours)
Prerequisite PSY 2012
A course designed to help students increase their ability to work effectively with others. Group processes are explored including cohesion, conflict, individual roles, communications, and problem-solving.

HUS 1531 COUNSELING THE CHEMICALLY DEPENDENT PERSON (AS)
3 credits (3 lecture hours)
This course is designed for the student who has elected to counsel the chemically dependent person. It emphasizes one-to-one helping. It also applies in practice sessions the pathology of chemical dependency and knowledge of helping resources. Discussion, role-playing and critique are part of this instruction. Both individual and group counseling techniques are taught.

HUS 1850 FIELDWORK IN HUMAN SERVICES I (AS)
2 credits (2 lecture hours)
Prerequisite: HUS 1100 or HUS 1200 or HUS 2520
This course offers an understanding of the role and function, programs and services of a variety of human services organizations. The students study the team approach to human services as well as the one-to-one approach to helping and problem solving.

HUS 1850L FIELDWORK IN HUMAN SERVICES I INTERNSHIP (AS)
3 credits (9 lab hours)
Prerequisite: HUS 1100 or HUS 1200 or HUS 2520; Corequisite: HUS 1850
Each student is assigned to a human services agency for six hours weekly, for 16 weeks. Students are supervised by the instructor and personnel of the Human Services program. On-the- job training includes interviewing and counseling clients and their families; assessment and planning; monitoring and observation; problem-solving; participating in group and individual therapy; intervention and treatment; and linking clients with community resources.

HUS 2520 PSYCHOTHERAPY: THEORY AND PRACTICE (AS)
3 credits (3 lecture hours)
Prerequisite: PSY 2012
This course provides an overview of current approaches to psychological counseling and psychotherapy including psychoanalysis, client- centered, Gestalt, transactional analysis, reality therapy, behavior therapy, and rational-emotive therapy. The course examines basic issues in counseling and psychotherapy, including ethical issues. Emphasis is on both the theory and practical applications of the various approaches.

HUS 2851 FIELDWORK IN HUMAN SERVICES II (AS)
2 credits (2 lecture hours)
Prerequisite: HUS 1850
This course is a continuation of HUS 1850. This course offers an understanding of the role and function, programs and services of a variety of human services organizations. The students study the team approach to human services as well as the one-to-one approach to helping and problem solving.

HUS 2851L FIELDWORK IN HUMAN SERVICES II INTERNSHIP (AS)
3 credits (9 lab hours)
Prerequisite: HUS 1100 or HUS 1200 or HUS 2520; Corequisite: HUS 2851
This is a second module of fieldwork to enable each student to participate in another area of "learning by doing," or on-the-job training.

IDH 2105 THE ART OF PUBLIC DELIBERATION AND COMMUNITY BUILDING - HONORS COURSE (AA)
3 credits (3 lecture hours)
Prerequisite: Cumulative 3.5 GPA
This Honors course is designed to teach and give students experience in practicing the art of public deliberation and community building. The academic portion of the course will explore several methods and interdisciplinary perspectives from the social sciences, communications, journalism, and the humanities. The service learning or experiential part of the course will involve students in training for and conducting study circles or forums on current issues that involve local, state, national or international conflicts. A minimum 3.5 overall GPA is required.

IDS 2109 CLAST REVIEW (AA)
3 credits (3 lecture hours)
Prerequisite: Thirty (30) semester hours of college credit courses including 15 of the 18 hours required under the Gordon Rule of competencies tested on the state-mandated CLAST
This course is intended as a review of the competencies tested on the state mandated CLAST examination. Topics will include the Essay, English Writing, Reading and Computation subtests on the CLAST exam. Graded A, B, C, or N (Not Passing).

IND 1025C FUNDAMENTALS OF COLOR AND DESIGN (AS)
3 credits (2 lecture hours, 2 lab hours)
This course will provide the student with competency in two-dimensional design, three- dimensional design and basic color design. Concepts about representation, expression, composition, color, form, light, structure and function will be explored through project-based learning. Lake Worth only. Special fee required.

IND 1233C DESIGN STUDIO I (AS)
3 credits (2 lecture hours, 2 lab hours)
Fundamentals of interior design analysis and elementary interior space problem solving. Emphasis will be given to basic design theory, design vocabulary and visual awareness of the built environment. Examination of significant interiors and furniture components will overview the design process. Lake Worth only. Special fee required.

IND 1234C DESIGN STUDIO II (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: IND 1233C, IND 1401C
This course explores the needs and requirements of human residential and non-residential environments. It focuses on the design process concepts, space planning and furnishings, textiles and finish selection. Sketching, drafting and presentation techniques are reinforced. Lake Worth only. Special fee required.

IND 1401C TECHNICAL DESIGN I (AS)
3 credits (2 lecture hours, 2 lab hours)
Introductory course in mechanical drawing and graphic techniques utilized in the representation and study of architectural forms and interior environments. Includes lettering, floor plans, elevations, sections, perspectives and isometric drawings using various paper-based media. Lake Worth only. Special fee required.

IND 1935 BUILDING AND BARRIER FREE CODES (AS)
3 credits (3 lecture hours)
Prerequisites: IND 1234C, IND 2424C
This course addresses contract documents and building interior systems that apply to the interior environment. Building standards and barrier-free codes are examined as performance criteria for interior design. Lake Worth only. Special fee required.

IND 2100 HISTORY OF INTERIORS I (AA)
3 credits (3 lecture hours)
This course is designed to provide knowledge of the history of interiors, architecture, furniture and design philosophy from antiquity through the 19th century. Stylistic developments, significant structures, important people, social history and material culture are covered. Lake Worth only.

IND 2130 HISTORY OF INTERIORS II (AA)
3 credits (3 lecture hours)
Prerequisite: IND 2130
This course is designed to provide knowledge of the history of interiors, architecture, furniture, and design philosophy from the 20th century to the present. Stylistic developments, significant structures, important people, social history and material culture are covered. Lake Worth only.

IND 2237C DESIGN STUDIO III (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: IND 1234C, IND 1935, IND 2424C
Strategic facilities planning of non-residential environments. Emphasis on programming analysis, schematic design, space planning, human factors, technical issues, furniture and material selection and final presentation with attention to environmental needs and building codes. Lake Worth only. Special fee required.

IND 2238C DESIGN STUDIO IV (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: IND 2237C, IND 2432C
This course requires the advanced interior design student to utilize all previously learned design skills to produce and understand comprehensive non-residential design projects. Emphasis is on programming, special analysis, code restrictions, furniture selection and budget limitations. Lake Worth only. Special fee required.

IND 2307C INTERIOR DESIGN GRAPHICS (AS)
3 credits (2 lecture hours, 2 lab hours)
Corequisites: IND 1025C, IND 1233C, IND 1401C
This course is designed to develop graphics skills that provide the interior designer the ability to evolve, externalize, and communicate spatial concepts. One and two points perspective drawings, material delineation, tonal investigation, compositional and presentation techniques are included. Special fee required. Lake Worth only.

IND 2424C TECHNICAL DESIGN II (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: IND 1233C, IND 1401C
This course covers intermediate technical aspects of material, structure, and mechanical systems. The focus is on architectural construction, finish materials, millwork and specifications. Drafting and working drawings are emphasized. Lake Worth only. Special fee required.

IND 2429 TEXTILES FOR INTERIORS (AA)
3 credits (3 lecture hours)
Prerequisites: IND 1234C, IND 2424C
This course covers textile products available for use in residential and commercial interiors. It reviews government regulations, fire codes, test methods, performance standards, installation procedures, and maintenance practices applying to interior textile products. Lake Worth only. Special fee required.

IND 2432C INTERIOR LIGHTING (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: IND 1234C, IND 2424C
This course continues the study of interior design principles, specifically understanding, utilizing and planning electrical and lighting systems, in residential and non-residential applications. Emphasis on lighting and electrical plans, reflected ceiling plans, measurements and acoustics. Special fee required. Lake Worth only.

IND 2460C CAD FOR INTERIORS I (AA)
3 credits (1 lecture hour, 4 lab hours)
Prerequisites: IND 1234C, IND 2424C
This course is an introduction to computer-aided design as it applies in the field of architecture and interior design. It includes computer concepts, current hardware and software and their application in the solving of residential and commercial design and architectural problems. Lake Worth only. Special fee required.

IND 2463C CAD FOR INTERIORS II (AS)
3 credits (1 lecture hour, 4 lab hours)
Prerequisite: IND 2460C
This course is a continuation of the study of CAD and the use of image processing, two-dimensional drawing and three-dimensional modeling of building interiors. Lake Worth only. Special fee required.

IND 2505 PROFESSIONAL PRACTICES (AS)
3 credits (3 lecture hours)
Prerequisites: IND 2237C, IND 2432C
This course covers business principles and practices, marketing strategies, project management and contract documents. It will also study legal aspects, marketing strategies, professional ethics and career planning. Lake Worth only. Special fee required.

IND 2931C SPECIAL TOPICS IN INTERIOR DESIGN (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: IND 2237C, IND 2424C, IND 1935
Comprehensive design solutions are developed for larger scale spaces and special topics, such as historic preservation, assisted-living, child-care facilities and other special needs. Programming, design development, building codes and formal presentation are emphasized. Freehand drafting and CAD skills are utilized. Lake Worth only. Special fee required.

IND 2941C INTERIOR DESIGN INTERNSHIP (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: Instructor permission required
This course will prepare the student to enter the professional world of interior design. The student will acquire experience by actually working in a professional interior design business and under proper guidance will experience various aspects of the professional world. Lake Worth only.

INR 2002 INTERNATIONAL RELATIONS (AA)
3 credits (3 lecture hours)
Prerequisites: POS 1001 or POS 1041 or consent of instructor
Introduces you to the dynamics of global politics as it is practiced on our planet today. It includes an analysis and application of numerous current theories about international relations and a detailed study of international political systems. It looks closely at the numerous actors, governmental and non-governmental, that influence the international political agenda as well as the settlement of international political conflicts. It also focuses attention on the increasing number of issues that face international leaders, such as military security in the nuclear era, trade and the international political economy, environmental threats, human rights abuses, refugees, the drug trade and other international crime, and terrorism.

INR 2015 INTRODUCTION TO GLOBAL STUDIES (AA)
3 credits (3 lecture hours)
Introduces the realities of current global problems; changing demographic patterns, food and energy resources, structure of international relations emphasizing development of global perspectives for sophisticated citizens.

IPM 1301 PESTICIDES (AS)
3 credits (3 lecture hours)
This course introduces the role and mechanisms of pesticides in an integrated pest-management program. Ecological, biological and economic principles are emphasized. Classification, action, toxicity, registration procedures, and application techniques of chemicals defined as pesticides under the Federal Insecticide, Fungicide and Rodenticide Act are studied.

ISS 1949C CO-OP SOCIAL SCIENCE TRAINING I (AA)
3 credits (1 lecture hour, 10 lab hours)
This coordinated work-study program reinforces educational and professional growth through parallel involvement in classroom studies and field experience. Student and teacher-coordinator determine objectives for on-the-job social science assignments. The student is evaluated by the teacher-coordinator and immediate supervisor.

ISS 2949C CO-OP SOCIAL SCIENCE TRAINING II (AA)
3 credits (1 lecture hour, 10 lab hours)
This course is a continuation of ISS 1949C.

ITA 1120 ELEMENTARY ITALIAN I (AA)
4 credits (4 lecture hours)
Develops the natural progression of language acquisition by focusing on four skills: listening, speaking, reading and writing. Introduction to the target culture is also an integral component of the course.

ITA 1121 ELEMENTARY ITALIAN II (AA)
4 credits (4 lecture hours)
Prerequisite: ITA 1120
This course is a continuation of ITA 1120.

JOU 2103 SPECIALIZED NEWS WRITING (AA)
3 credits (3 lecture hours)
Prerequisite: MMC 1100 or permission of department chair; Corequisite: ENC 1101 or ENC 1121
This course is designed to teach the student basic ways to improve his/her reporting skills learned in MMC 1100 (Basic News Writing for Mass Media) or in other comparable course(s). Topics will include, but are not restricted to, investigative reporting, feature writing for newspapers and magazines, public affairs reporting and editorial/column writing.

LIS 1002 ELECTRONIC ACCESS TO INFORMATION (AA)
1 credit (1 lecture hour)
This course will examine electronic services that are available for accessing information resources such as books, journals, library holdings, newspapers, databases, e-mail and electronic conferences and bulletin boards.

LIS 2004 INTRODUCTION TO INTERNET RESEARCH (AA)
1 credit (1 lecture hour)
This course will present skills necessary for searching the Internet successfully. The course will review the parts of the Internet that are important for accessing information necessary for Gordon Rule papers, essays, or research reports. The course will demonstrate how information retrieved on the Internet should be evaluated for its content and credibility and will stress the development of critical thinking skills.

LIT 1370 THE BIBLE AS LITERATURE (AA)
3 credits (3 lecture hours)
An examination of literary forms collected in the Hebrew scriptures and New Testament. Written work: 3,000 words. Requires C or better for transfer for A.A. degree credit.

LIT 2090 CONTEMPORARY LITERATURE (AA)
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121
The study of major writers and literary trends since 1945 focuses on students' own time and place in the world paired with critical reading of important contemporary works of literature and writing about those works. The course fulfills general education requirement for literature. A grade of C or higher is required for this course to be used as a General Education course. Gordon Rule writing requirement minimum: 3,000 words.

LIT 2110 WORLD LITERATURE BEFORE THE RENAISSANCE (AA)
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121
Selected literary texts of the ancient, medieval and Renaissance periods to 1600 are read and interpreted. Students will focus on reading, interpreting and discussing the literature and on its contributions to our understanding of what it means to be human. A grade of C or higher is required for this course to be used as a General Education course. Gordon Rule writing requirement minimum: 3,000 words.

LIT 2120 WORLD LITERATURE AFTER THE RENAISSANCE (AA)
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121
Selected literary texts of the Enlightenment, the Romantic period, the period of Realism and Naturalism and the modern era are read and interpreted. Students will focus on reading, interpreting and discussing the literature and on its contributions to our understanding of what it means to be human. A grade of C or higher is required for this course to be used as a General Education course. Gordon Rule writing requirement minimum: 3,000 words.

MAC 1105 COLLEGE ALGEBRA (AA)
3 credits (3 lecture hours)
Prerequisites: A grade of C or better in MAT 1033
This course emphasizes radicals, exponents, complex numbers, linear and quadratic equations and inequalities and absolute value. New topics include exponential and logarithmic properties, functions and equations, relations and functions, graphs of linear, quadratic, exponential and logarithmic functions and systems of equations and inequalities. A grade of C or higher is required for this course to be used as a General Education course.

MAC 1114 TRIGONOMETRY (AA)
3 credits (3 lecture hours)
Prerequisite: A grade of C or better in MAC 1140 or MAC 1105
Topics include trigonometric functions of angles and real numbers, trigonometric identities and equations, solutions of right and oblique triangles with applications, complex numbers, and analytic geometry (the conic sections). A grade of C or higher is required for this course to be used as a General Education course.

MAC 1140 PRECALCULUS (AA)
3 credits (3 lecture hours)
Prerequisites: A suitable score on the placement test together with two years of high school algebra or a C or higher in MAC 1105
Topics include relations and functions, systems of equations, matrices, determinants, quadratic equations and inequalities, exponential and logarithmic functions, linear programming, sequences, series, induction and the Binomial Theorem. A grade of C or higher is required for this course to be used as a General Education course.

MAC 2233 SURVEY OF CALCULUS (AA)
3 credits (3 lecture hours)
Prerequisites: MAC 1105 with a C or higher OR MAC 1140 with a C or higher with scores of 72 and above (EA) and 75 and above (CLM) on the CPT
Not open to students who have credit in MAC 2311. Rates of change, derivatives, and integration with applications to business are studied. A grade of C or higher is required for this course to be used as a General Education course.

MAC 2311 CALCULUS WITH ANALYTIC GEOMETRY I (AA)
4 credits (4 lecture hours)
Prerequisite: A grade of C or better in MAC 1140 and MAC 1114
Topics included are derivatives and integration of algebraic, trigonometric, exponential and logarithmic function, with applications. A grade of C or higher is required for this course to be used as a General Education course.

MAC 2312 CALCULUS WITH ANALYTIC GEOMETRY II (AA)
4 credits (4 lecture hours)
Prerequisite: A grade of C or better in MAC 2311
Topics included are techniques of integration, conic sections, polar coordinates, parametric equations, applications, and infinite series. A grade of C or higher is required for this course to be used as a General Education course.

MAC 2313 CALCULUS WITH ANALYTIC GEOMETRY III (AA)
4 credits (4 lecture hours)
Prerequisite: A grade of C or better in MAC 2312
A grade of C or higher is required for this course to be used as a General Education course. Topics included are solid analytic geometry and vectors in space, partial differentiation, multiple integration and line integrals.

MAN 1949 A CO-OP: BUSINESS I (AS)
3 credits (1 lecture hour, 10 lab hours)
This coordinated work-study program reinforces educational and professional growth through parallel involvement in classroom studies and field experience. The student and teacher-coordinator determine the objectives for the on-the-job mid-management assignment. The student is evaluated by teacher-coordinator and immediate supervisor.

MAN 1949 B CO-OP: BUSINESS II (AS)
3 credits (1 lecture hour, 10 lab hours)
This course is a continuation of MAN 1949 A.

MAN 2021 PRINCIPLES OF MANAGEMENT (AS)
3 credits (3 lecture hours)
Study of principles of management, planning, organizing, staffing and controlling applicable to production, personnel, marketing, finance, government, education, agriculture and armed forces.

MAN 2800 SMALL BUSINESS MANAGEMENT (AS)
3 credits (3 lecture hours)
In-depth analysis of principles of starting and managing a small business. Included are business and managerial functions of how to organize, staff, direct and control business areas of sales, production, purchasing, finance and personnel.

MAP 2302 DIFFERENTIAL EQUATIONS (AA)
3 credits (3 lecture hours)
Prerequisite: A grade of C or better in MAC 2312. Students must satisfy the College Prep Math requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart.) before enrolling in this General Education course. Topics include ordinary differential equations, the Laplace transform, differential operators, systems of equations, orthogonal trajectories, electric networks, and inverse transforms. A grade of C or higher is required for this course to be used as a General Education course.

MAR 2011 PRINCIPLES OF MARKETING (AA)
3 credits (3 lecture hours)
This course places emphasis on marketing-strategy planning. The topics covered include: the micro role in society and its macro role in business, the external environments affecting marketing, marketing research, behavioral features of the consumer market and intermediate customers, market segmentation and developing the marketing mix of product, place, promotion and price.

MAT 0012 BASIC ALGEBRA I
3 institutional credits (3 lecture hours)
This course provides a transition from arithmetic to algebra and shows the relevancy of mathematics in everyday life and in the workplace. Students review whole numbers, fractions, decimals and percents and develop skills using algebraic variables, terms and equations. Graded A, B, C, or N (Not Passing). Special fee required.

MAT 0020 BASIC ALGEBRA II
3 institutional credits (3 lecture hours)
Prerequisite: College Placement Test (CPT) score above 32 or successful completion of MAT 0012
This course provides a solid foundation in algebra for the purpose of preparing students for credit mathematics courses. It covers equations, inequalities, polynomials, graphing, rational expressions, and radicals with real applications integrated throughout. Graded A, B, C, or N (Not Passing). Special fee required.

MAT 1033 INTERMEDIATE ALGEBRA (AA)
3 credits (3 lecture hours)
Prerequisite: Successful completion of MAT 0020
This course prepares students for MAC 1105. Topics include sets, properties of real numbers, linear equations and inequalities, exponents and radicals, products and factoring, algebraic fractions and quadratic equations. MAT 1033 is NOT a Gordon Rule course and does NOT satisfy part of the math requirement for graduation.

MCB 2010 MICROBIOLOGY (AA)
3 credits (3 lecture hours)
Prerequisite: BSC 1085 OR BSC 1010
This course is a study of microorganisms with emphasis on pathogens. Characteristics, control, and genetics of microorganism and defense mechanisms of the host are stressed. A grade of C or higher is required for this course to be used as a General Education course.

MCB 2010L MICROBIOLOGY LABORATORY (AA)
1 credit (2 lab hours)
Corequisite: MCB 2010
This is the laboratory to accompany MCB 2010. A grade of C or higher is required for this course to be used as a General Education course.

MEA 0002 INTRODUCTION TO MEDICAL ASSISTING AND HUMAN RELATIONS (PSAV)
15 clock hours
An overview of medical assisting and related health professions including duties, responsibilities, public relations duties and interpersonal relationships of the health team members are emphasized. Study of the various medical specialties and the history of medicine are included.

MEA 0200L CLINICAL PRACTICES - LAB (PSAV)
75 clock hours
This course teaches the skills required to perform patient care in physician's examining room. Basic principles related to infection control, vital signs, physical examination, patient treatments, minor surgery, instrument care and sterilization, preparation and administration of medications, and physical therapy modalities are stressed.

MEA 0230 MEDICAL TERMINOLOGY FOR BODY SYSTEMS (PSAV)
95 clock hours
This course provides the student with knowledge of the organizational and general plan of body, basic chemistry, cells, tissues and membranes, integumentary system, skeletal system, muscular system, nervous system, senses, endocrine system, heart, vascular system, lymphatic system and immunity, respiratory system, digestive system, reproductive systems.

MEA 0240 MATHEMATICS FOR CLINICAL CALCULATIONS (PSAV)
35 clock hours
The purpose of this course is to provide the student with knowledge to perform mathematical calculations necessary for the safe administration of medications.

MEA 0242 PHARMACOLOGY FOR THE MEDICAL ASSISTANT (PSAV)
60 clock hours
This course introduces the student to medications, stressing sources, classifications, administration, dosages, contraindications and side effects of medications. Detailed attention is given to the correct administration of medications by various routes.

MEA 0253 DISEASES, DISORDERS, AND TREATMENT FOR MEDICAL ASSISTING (PSAV)
272 clock hours
This course provides students with the knowledge of the cause, effect and treatment of the disease process and medical conditions. It will provide them with the skills necessary to assist in diagnostic and treatment procedures.

MEA 0254 BASIC MEDICAL LABORATORY TECHNIQUES FOR MEDICAL ASSISTANT (PSAV)
25 clock hours
This course focuses on laboratory studies and is designed specifically for the medical assisting student to include laboratory instruction and practice in specimen collection, microscopy, basic office bacteriology, hematology, and chemistry. Medical laboratory safety and quality control is an integral part of this course.

MEA 0258 RADIOLOGY FOR THE MEDICAL ASSISTANT (PSAV)
25 clock hours
This course provides the student with the basic principles of x-ray handling and processing, radiographic technique and radiation biology, including protection for self, patient, and public.

MEA 0310 INTRODUCTION TO MEDICAL OFFICE PROCEDURES I (PSAV)
75 clock hours
This course provides an introduction to roles and responsibilities of a medical office assistant. Primary focus on front office functions such as appointment scheduling, patient interaction, medical records, medical office automation, legal, ethical issues related to medical assisting as a profession.

MEA 0322 ADVANCED MEDICAL OFFICE PROCEDURES (PSAV)
75 clock hours
This course is a continuation of the roles and responsibilities of the medical office assistant. The primary focus will be on advanced medical office administrative functions and work-based simulation activities.

MEA 0334 MEDICAL INSURANCE AND CODING (PSAV)
75 clock hours
This course covers the purpose of medical insurance, the variety of plans, the payments of benefits, the abstracting of medical information from charts, the processing of claims and coding for insurance purposes. Practice in preparing and filing insurance forms is provided. The students learn to transcribe from verbal and written descriptions of diseases, injuries, and medical procedures into internationally standardized numerical designations for third party payers.

MEA 0520 PHLEBOTOMY FOR THE MEDICAL ASSISTANT (PSAV)
75 clock hours
This course teaches the theory and skills required for the medical assistant to perform basic phlebotomy procedures in the physician's office or medical clinic.

MEA 0540 ELECTROCARDIOGRAPHY FOR THE MEDICAL ASSISTANT (PSAV)
75 clock hours
This course teaches the essentials of performing diagnostic ECG'S, using the knowledge of the anatomy and physiology of the circulatory system, conduction principles, and the cardiac cycle. And practice provided.

MEA 0801 EXTERNSHIP IN MEDICAL ASSISTING (PSAV)
175 clock hours
This course provides the student with experience in a physician's office, clinic, or laboratory setting to demonstrate mastery of required competencies. All program courses must be completed prior to beginning the externship.

MGF 1106 LIBERAL ARTS MATHEMATICS (AA)
3 credits (3 lecture hours)
Prerequisites: Successful completion of MAT 0020 or and one year of high school algebra and passing score on the placement exam. Students must satisfy the College Prep math requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart.) before enrolling in this General Education course.
This course will give students some of the mathematical and computational skills essential for success in the liberal arts areas as well as in real-life situations. It will give the liberal arts students the essential skills needed in the areas of probability and statistics, sets, logic and geometry and prepare them for these areas on the CLAST. A grade of C or higher is required for this course to be used as a General Education course.

MGF 1107 FINITE MATHEMATICS (AA)
3 credits (3 lecture hours)
Prerequisite: MAT 1033 or equivalent
This course will give students some of the mathematical and computational skills essential for success in the liberal arts area as well as in real-life situations. This course will include selected topics from Financial Mathematics, Linear and Exponential Growth, Numbers and Number Systems, History of Mathematics, Number Theory, Graph Theory and Voting Techniques. A grade of C or higher is required for this course to be used as a General Education course.

MGF 1109 RATIO AND PROPORTION (AA)
1 credit (1 lecture hour)
Prerequisites: Successful completion of MAT 0020 or one year of high school algebra and passing score on placement test
This module is a study of ratio, proportion and variations, fractions, decimals and conversion of metric system, with medical application including medical abbreviations, medication dosages and intravenous medications.

MGF 1111 GEOMETRY (AA)
1 credit (1 lecture hour)
Prerequisites: Successful completion of MAT 0020 or one year of high school algebra and passing score on placement test. Students must satisfy the College Prep math requirements through course completion or appropriate placement test scores (see Admissions, Placement Test Scores chart.) before enrolling in this General Education course.
This module is a study of the relationship of plane and solid figures, distances, areas and volumes and includes measurement.

MGF 1112 LOGIC (AA)
1 credit (1 lecture hour)
Prerequisites: Successful completion of MAT 0020 or one year of high school algebra and passing score on placement test. Students must satisfy the College Prep math requirements through course completion or appropriate placement test scores (see Admissions, Placement Test Scores chart.) before enrolling in this General Education course.
This module involves an analysis of sentence structure and truth values. It includes valid and invalid arguments and methods of proof.

MGF 1118 CLAST MATHEMATICS REVIEW (AA)
1 credit (1 lecture hour)
This course is a review of the competencies tested on the state-mandated CLAST examination. Topics include Arithmetic, Geometry, Logic and Statistics from the computational subtest of the CLAST examination. Required for students needing mathematics remediation for the CLAST examination. Graded Passing or Not Passing, (P or N).

MKA 1041 PRINCIPLES OF RETAILING I (AS)
3 credits (3 lecture hours)
A study of the principles, procedures and techniques of retailing, buying, pricing merchandise and of determining consumer demand. Particular attention will be given to the problems of when and how to buy and sources of supply. The organization and function of major divisions in retail establishments are studied to promote and understanding of the varied responsibilities and activities of buyers.

MKA 1511 ADVERTISING (AS)
3 credits (3 lecture hours)
This course has been planned for students wanting strong preparation in the field of advertising. Students learn the conceptual foundation which provides the necessary theoretical framework for understanding advertising, the planning stage required for successful advertising and the actual execution of advertising.

MKA 2021 SALESMANSHIP (AS)
3 credits (3 lecture hours)
This course is designed to prepare the student for entry into the field of selling. The student learns buyer characteristics and behavior patterns, prospecting, planning, and delivering the presentation, handling objections and closing the sales, dealing with the legal, social, ethical and personal responsibilities of the salesperson and the nature and scope of sales management.

MKA 2042 PRINCIPLES OF RETAILING II (AS)
3 credits (3 lecture hours)
Prerequisite: MKA 1041
Principles of Retailing II covers retail product merchandising including basic merchandise knowledge; display; men's, women's and children's inner and outer apparel items; and home goods.

MKO 0102 HUMAN RELATIONS I (PSAV)
15 clock hours
This introductory course explores the characteristics and concepts necessary to being an effective and emphatic listener, to transmitting positive attitude to customers, as well as understanding how to manage objectives and extending courtesy in the customer service environment.

MKO 0103 COMMUNICATIONS I (PSAV)
18 clock hours
This course will explore the barriers to effective communication, examine verbal and nonverbal communication, as well as help the student differentiate between various styles of communications. Emphasis will be placed on active listening skills, verbal articulation, diction and enunciation for effective communication.

MKO 0104 CONFLICT RESOLUTION I (PSAV)
18 clock hours
This course is designed to give the student an insight into the difference between conflict and confrontation. The student will understand the two primary reasons for conflict, specify the steps necessary to cooperative resolution and define what can be done to better manage conflict in the workplace.

MKO 0106 MATH FUNDAMENTALS (PSAV)
15 clock hours
This course will review the fundamentals of mathematics as it relates to the customer service industry. It will cover addition, subtraction, multiplication, division, decimals, and fractions without math anxiety.

MMC 1000 SURVEY OF COMMUNICATION (AA)
3 credits (3 lecture hours)
This course is structured to enrich the students' understanding of the American mass media system and its influence on social, political, economic and cultural agenda. Topics include media impact, ownership and control, organizational structure and a basic history of the media. Lake Worth only.

MMC 1100 BASIC NEWS WRITING FOR MASS MEDIA (AA)
3 credits (3 lecture hours)
Prerequisite: ENC 1101 or ENC 1121
This course is designed primarily for beginners of news reporting, but seasoned reporters will also benefit from its contents. Topics include information gathering and processing, strategies of interviewing, basic and hard news lead composition, basic story structure. Lake Worth only.

MMC 1949C MASS MEDIA INTERNSHIP I (AA)
3 credits (1 lecture hour, 10 lab hours)
Prerequisite: MMC 1100 or JOU 2103
This course is set up to allow the student to demonstrate in a practical, professional manner what he/she has been taught in the classroom. The hands-on experience will be gained on the job through an internship arrangement with a local establishment. Lake Worth only.

MMC 2949C MASS MEDIA INTERNSHIP II (AA)
3 credits (1 lecture hour, 10 lab hours)
Prerequisite: MMC 1100 or JOU 2103
This course is a continuation of MMC 1949C. It will allow the student to spend an additional semester for more on-the-job experience as an intern with a local establishment. Lake Worth only.

MNA 2100 HUMAN RELATIONS IN BUSINESS (AS)
3 credits (3 lecture hours)
This course helps formulate a set of objectives in human relations and develops techniques for accomplishing this objective. Among the topics studied are motivation, morale, productivity, organization, communications, work and incentives, leadership and the executive and their roles.

MNA 2303 INTRODUCTION TO PUBLIC PERSONNEL MANAGEMENT (AS)
3 credits (3 lecture hours)
This course concentrates on the major issues facing the manager of public employees. These include selection and promotional process, performance appraisal systems, labor relations, employee rights and the future concerns of public sector employment.

MNA 2345 PRINCIPLES OF SUPERVISION (AS)
3 credits (3 lecture hours)
This course provides an overview of the first level of management dealing primarily with the management of people. The focus is on supervisory processes: examining functions of planning, organizing, staffing, directing, controlling and their relationships to daily responsibilities of the supervisor.

MSS 0252 MASSAGE THERAPY I (PSAV)
270 clock hours
The content includes, but is not limited to, the theory and practice of massage, practice and demonstration, hygiene, ethics, history, massage law, medical terminology, human anatomy and physiology, neurology, Pathology I (basic), consultation, and Myology I (introduction to muscles and their movement). Liability insurance required. Special fees required.

MSS 0262 MASSAGE THERAPY II (PSAV)
250 clock hours
This course will include lecture and hands on laboratory sessions. After completion of this course, students will be eligible to register for Massage Therapy III. This program prepares the student for employment as a licensed massage therapist. After completion of the program, students will be eligible to make applications to take the Florida Department of Health Board of Massage Therapy and National Certification Board for Therapeutic Massage and Bodywork licensure and certification examination. Liability insurance required.

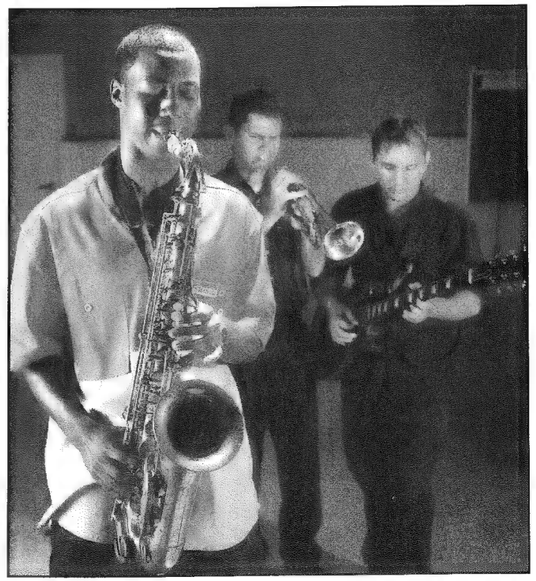
MSS 0263 MASSAGE THERAPY III (PSAV)
152 clock hours
This course will include lecture and hands on laboratory sessions. Upon completion of this course students will have completed the 750 hour Massage Therapy program. This program prepares the student for employment as a licensed massage therapist. After completion of this program, students will be eligible to make applications to that the Florida Department of Health Board of Massage Therapy and National Certification Board of Therapeutic Massage and Bodywork licensure and certification examination.

MTB 0372 MATH FOR HEALTH PROFESSIONALS (PSAV)
45 clock hours
This course provides instruction in the practical application of math concepts as needed for employment in the health care system.

MTB 1103 BUSINESS MATHEMATICS I (AS)
3 credits (3 lecture hours)
Information and applications in business situations involving bank and sales records, business percentages, financial charges, payrolls and taxes, statistics and computers, financial statements, insurance, bonds, compound interest and present value, stocks and annuities.

MTB 1304 GRAPHING CALCULATOR (AA)
1 credit (1 lecture hour)
Prerequisite: MAT1033 or appropriate placement score
This course is designed to instruct students in the use of the graphing calculator. Topics include skill and application problems in College Algebra, Precalculus, Statistics and Calculus. Students must provide the recommended calculators with accompanying manuals.

MTG 2206 COLLEGE GEOMETRY (AA)
3 credits (3 lecture hours)
Prerequisite: MAT 1033 or Placement scores: ACT-20, SAT-450, CPT-72(EA) and 44(CLM)
Emphasizes Euclidean Plane Geometry and its relationship to logic, trigonometry, and coordinate geometry. The problems, proofs, constructions, and graphs involve line segments, angles, triangles and polygons, parallel and perpendicular lines, slope of lines, circles, and similarity.



MUSIC CLASSROOM/ENSEMBLE/PERFORMANCE INSTRUCTION (AA) (FRESHMAN/SOPHOMORE)

MUC 2301 INTRODUCTION TO ELECTRONIC MUSIC I (AA)
3 credits (3 lecture hours)
Prerequisites: MVK 1111A, MUT 1001, or MUT 1111, or instructor permission
This course is designed as an introduction to the concept of sound syntheses, and to the basic hardware components (tape recorder, mixer, synthesizer, computer) and their functions in music production and sound reinforcement. The student should have basic computer skills.

MUC 2302 INTRODUCTION TO ELECTRONIC MUSIC II (AA)
3 credits (3 lecture hours)
Prerequisite or corequisite: MUC 2301 or instructor permission required
This course is a continuation of MUC 2301. Includes techniques of sound mixing, sequencing and sampling.

MUC 2311 ELECTRONIC MUSIC I (AA)
3 credits (3 lecture hours)
Prerequisite: MUC 2302
This course is designed to provide students with hands-on experience of sampling, analysis, synthesis, resynthesis procedures, advanced digital composition, and arranging.

MUC 2312 ELECTRONIC MUSIC II (AA)
3 credits (3 lecture hours)
Prerequisite: MUC 2311
This course is designed to provide students with further study in electronic music synthesis and sound design in musical composition. Emphasis will be placed on the use of computer software, voice editing tools in both learning and exploring synthesis and voice architectures.

MUH 2018 HISTORY AND APPRECIATION OF JAZZ (AA)
3 credits (3 lecture hours)
Jazz is studied from its inception around 1900 to the present. All forms and styles of jazz, along with important exponents of each style, will be covered. Includes principles in how to listen to jazz. Offered only in Spring semester of odd-numbered years.

MUL 1010 MUSIC APPRECIATION (AA)
3 credits (3 lecture hours)
Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart.) before enrolling in this General Education course.
This course is a survey of historical periods of music development including styles, forms and composers and their works. Provides a basis for intelligent listening and to develop a thorough understanding of music. The course offers credit in general education for all majors. Requires a C or better for transfer for AA degree credit. A grade of C or higher is required for this course to be used as a General Education course. Gordon Rule writing requirement minimum: 2,000 words.

MUM 1030 COMMERCIAL MUSIC PERFORMANCE (AA)
1 credit (2 lab hours)
Prerequisite: MUT 1112 or permission of instructor
This course is a performance laboratory experience in commercial music with concentration on repertoire, style, and management of commercial engagements. This will be the Recording Studio Project ensemble. May be repeated for credit.

MUM 1622L SOUND REINFORCEMENT AND FUNDAMENTALS LABORATORY (AA)
1 credit (2 lab hours)
Prerequisites: MUM 2601, MUM 2601L, or consent of instructor
Designed to provide students with "hands on" experience in using sound equipment during music department performance activities.

MUM 2600 RECORDING TECHNIQUES I (AA)
3 credits (3 lecture hours)
Corequisite: MUM 2600L
This course is an introduction to techniques, practices, and procedures in making eight-track recordings. The student will gain experience with acoustical balancing, editing and over-dubbing in a wide variety of sound situations.

MUM 2600L RECORDING TECHNIQUES I LABORATORY (AA)
1 credit (2 lab hours)
Corequisite: MUM 2600
Offers directed guidance in studio recording techniques as presented in Recording Techniques I (MUM 2601).

MUM 2601 RECORDING TECHNIQUES II (AA)
3 credits (3 lecture hours)
Prerequisites: MUM 2600, MUM 2600L; Corequisites: MUM 2601L
Explores multi-track recording skills and audio production techniques. Emphasis is on mixing board skills, microphone techniques, use of outboard equipment and live two-track recording.

MUM 2601L RECORDING TECHNIQUES II LABORATORY (AA)
1 credit (2 lab hours)
Prerequisites: MUM 2600 and MUM 2600L; Corequisites: MUM 2601
Offers directed guidance in studio recording techniques as presented in Recording Techniques II (MUM 2601).

MUM 2604L MULTI-TRACK MIXDOWN TECHNIQUES (AA)
1 credit (2 lab hours)
Prerequisites: MUM 2600, MUM 2600L
The application of signal processing gear from a multi-track master recording to stereo mastering machines.

MUN 1021LR ELECTRONIC MUSIC ENSEMBLE (AA)
I credit (2 lab hours)
Prerequisite: MVK 1111A, MUT 1001, or MUT 1111, or instructor permission
A multi-keyboard ensemble utilizing electronic and acoustic instruments. Various styles of music are explored, with emphasis on popular music arrangements and original compositions. The student should have basic computer skills.

MUN 1120 R CONCERT BAND (AA)
1 credit (2 lab hours)
Any qualified student who enjoys the study and performances of standard concert band literature is eligible to enroll for credit or audit. Some band instruments are available for student use.

MUN 1210 R CONCERT ORCHESTRA (AA)
1 credit (3 lab hours)
Provides opportunity for experience in playing orchestral literature. All qualified students are eligible to enroll for credit or audit with permission of the department. This course is offered by cooperative agreement with Palm Beach Atlantic College.

MUN 1310 R CONCERT CHORUS (AA)
1 credit (3 lab hours)
Membership is open to all students. Students participate in the study and performance of choral music. May enroll for credit or audit.

MUN 1410 R STRING ENSEMBLE (AA)
1 credit (2 lab hours)
Prerequisite: Audition or instructor permission required
Study and performance of literature for string ensembles.

MUN 1420 R WOODWIND ENSEMBLE (AA)
1 credit (2 lab hours)
Open to qualified instrumentalists and offers the opportunity to perform original and transcribed music for woodwind instruments. Music from the classical period through the twentieth century will be studied and performed.

MUN 1430 R BRASS ENSEMBLE (AA)
1 credit (2 lab hours)
Open to qualified instrumentalists and offers the opportunity to perform original and transcribed music for the brass ensemble. Music from the Renaissance through the twentieth century will be studied and performed.

MUN 1440 R PERCUSSION ENSEMBLE (AA)
1 credit (2 lab hours)
Open to qualified instrumentalists and offers the opportunity to perform original and transcribed music for the percussion ensemble. Music from the Renaissance through the twentieth century will be studied and performed.

MUN 1480 R (MUN 1492 R) GUITAR ENSEMBLE (AA)
1 credit (2 lab hours)
This course provides an opportunity to play in acoustic guitar ensembles from duets to octets. Music is taken from classical and jazz literature. Members are selected by audition.

MUN 1710 AR / MUN 2710 AR 12 O'CLOCK JAZZ BAND (AA)
1 credit (3 lab hours)
Open to qualified instrumentalists and offers practical experience in the study and performance of standard repertoire for the modern jazz ensemble (in the form of a 17-piece big band).

MUN 1710 BR / MUN 2710 BR JAZZ TROMBONE ENSEMBLE (AA)
1 credit (2 lab hours)
Open to qualified instrumentalists and offers practical experience in the study and performance of standard repertoire for the modern jazz trombone ensemble (in the form of a trombone big band, complete with rhythm section).

MUN 1710 CR / MUN 2710 CR JAZZ COMBO (AA)
1 credit (2 lab hours)
Open to qualified instrumentalists and vocalists, and offers practical experience in the study and performance of standard repertoire for the modern jazz ensemble (in the form of a small jazz ensemble, usually consisting of a pianist, drummer, bass player, guitarist, and one or two horns, and sometimes a vocalist).

MUN 1710 DR / MUN 2710 DR TUESDAY NITE JAZZ BAND (AA)
1 credit (2 lab hours)
Open to qualified instrumentalists, and offers practical experience in the study and performance of advanced repertoire for the modern jazz ensemble (in the form of a 17-piece big band).

MUN 1710 ER / MUN 2710 ER JAZZ GUITAR ENSEMBLE (AA)
1 credit (2 lab hours)
Open to qualified instrumentalists, and offers practical experience in the study and performance of standard repertoire for the modern jazz ensemble (in the form of an electric guitar ensemble).

MUN 1720 R TROUBADOURS (AA)
1 credit (3 lab hours)
This select ensemble combines vocal performers with instrumental accompanists and performs contemporary sounds of folk, pop, jazz and rock music for the college, civic organizations and at area high schools. Members are selected by annual audition in August, and membership remains fixed through Fall and Spring semesters.

MUN 2340 R CHAMBER SINGERS (AA)
2 credit (2 lab hours)
Prerequisite: Membership by audition or instructor permission required
This course is a study and performance of sacred and secular chamber music of the sixteenth and seventeenth centuries and of contemporary works suitable for a small group of singers.

MUN 2510 R PIANO VOCAL/INSTRUMENTAL ACCOMPANYING (AA)
1 credit (2 lab hours)
Prerequisite: MVK 1311R (two semesters) or approval of piano faculty; Corequisite: MVK 2321R
Accompanying vocal and instrumental students in rehearsal and performance.

MUS 0010L RECITAL SEMINAR (AA)
0 credit (1 lecture hour)
Music majors meet together one hour a week each semester to attend lectures, workshops, film showings, artists' performances and student recitals. The seminar programs are planned to supplement the required music curriculum. Attendance and participation are a requirement of students enrolled in applied music courses.

MUT 1001 FUNDAMENTALS OF MUSIC (AA)
3 credits (3 lecture hours)
Basic foundations of music including notation, scales, key signatures, triads, major and minor keys, intervals, rhythm, keyboard orientation. This is the preparatory course to MUT 1111 and MUT 1241. Offered Fall semesters only.

MUT 1111 MUSIC THEORY I (AA)
3 credits (3 lecture hours)
Corequisite: MUT 1241
This course begins with a short review of the basic foundations of music offered in MUT 1001. It continues with harmonic practices in four-part writing, including primary chords in first and second inversion and cadences. This is a university-parallel course for students majoring in music.

MUT 1112 MUSIC THEORY II (AA)
3 credits (3 lecture hours)
Prerequisite: MUT 1111 or equivalent; Corequisite: MUT 1242
Continuation of MUT 1111, Music Theory I and includes secondary chords, harmonizations of melodies, uses and practices of figured bass, proper usage of non-chord tones and diatonic seventh chords. Offered Spring and Summer A only.

MUT 1241 EAR TRAINING AND SIGHT SINGING I (AA)
1 credit (2 lab hours)
Corequisite: MUT 1111 or equivalent
Includes aural dictation and provides a practical approach to sight-singing techniques including pitch and rhythmic reading with emphasis on diatonic materials.

MUT 1242 EAR TRAINING AND SIGHT SINGING II (AA)
1 credit (2 lab hours)
Prerequisite: MUT 1241; Corequisite: MUT 1112
This is a continuation of MUT 1241. Offered Spring and Summer A only.

MUT 1351 JAZZ ARRANGING I (AA)
3 credits (3 lecture hours)
Prerequisite: MUT 1112 or instructor permission required
This course is a study of arranging music in popular and jazz styles. Topics include chord symbols, notation, voicing, rhythm section, transposition and style. Arrangements for various small instrumental combinations will be evaluated in class. Offered only in Fall semester of odd-numbered years.

MUT 1352 JAZZ ARRANGING II (AA)
3 credits (3 lecture hours)
Prerequisite: MUT 1351 or equivalent
This is a continuation of MUT 1351. Offered only in Spring semester of even-numbered years.

MUT 2116 MUSIC THEORY III (AA)
3 credits (3 lecture hours)
Prerequisite: MUT 1112 or equivalent; Corequisite: MUT 2246
This is a continuation of MUT 1112 Music Theory II. Introduces chromatic vocabulary of Common Practice Period with use of Secondary Dominant Chords, Secondary Diminished Seventh Chords and Augmented Sixth Chords, Neapolitan Sixth Chords, Modal Change and Modulation. Offered Fall semesters only.

MUT 2117 MUSIC THEORY IV (AA)
3 credits (3 lecture hours)
Prerequisite: MUT 2116 or equivalent; Corequisite: MUT 2247
This is a continuation of MUT 2116, Music Theory III. Introduces extended tertian harmony and non-tertian harmony, post-common practice harmony, twelve-tone serialism, and major forms. Offered Spring semesters only.

MUT 2246 EAR TRAINING AND SIGHT SINGING III (AA)
1 credit (2 lab hours)
Prerequisite: MUT 1242; Corequisite: MUT 2116
Includes aural dictation and a practical approach to sight-singing techniques including pitch and rhythmic reading with emphasis on chromatic materials. Offered Fall semesters only.

MUT 2247 EAR TRAINING AND SIGHT SINGING IV (AA)
1 credit (2 lab hours)
Prerequisite: MUT 2246; Corequisite: MUT 2117
This course is a continuation of MUT 2246. Offered Spring semesters only.

MUT 2641 INSTRUMENTAL IMPROVISATION (AA)
1 credit (2 lab hours)
Prerequisite: MUT 1001 or instructor permission required
This is a laboratory session involving application of scales, chords, and melody to musical phrasing and expression in jazz.

MVK 1111 A CLASS INSTRUCTION - PIANO I (AA)
1 credit (2 lab hours)
Class lessons for beginning piano students. Instruction includes elementary technical exercises for developing keyboard facility and music reading. Not repeatable for credit.

MVK 1111 B CLASS INSTRUCTION - PIANO II (AA)
1 credit (2 lab hours)
Prerequisite: MVK 1111 A or equivalent
This is a continuation of MVK 1111 A with attention to intermediate level keyboard literature and developing skills such as reading, technique, harmonization, and transposition. Not repeatable for credit.

MVK 2121 CLASS INSTRUCTION - PIANO III (AA)
1 credit (2 lab hours)
Prerequisite: MVK 1111 B or equivalent
This course is a continuation of MVK 1111 B, where keyboard skills are further developed. Attention is given to sight-reading, technique, harmonizing, improvising and transposing of the intermediate and advanced levels. Not repeatable for credit.

MVK 2122 CLASS INSTRUCTION - PIANO IV (AA)
1 credit (2 lab hours)
Prerequisite: MVK 2121 or equivalent
This course is a continuation of MVK 2121 with special consideration given to preparing the student for the Upper Division Piano Proficiency Examination. Not repeatable for credit.

MVS 1116 A CLASS INSTRUCTION - GUITAR I (AA)
1 credit (2 lab hours)
Class lessons for beginning students. Instruction includes elementary technical exercises, fundamental chords, chord progression, playing folk music, simple accompaniments, and music reading. Students must furnish their own instruments.

MVS 1116 B CLASS INSTRUCTION - GUITAR II (AA)
1 credit (2 lab hours)
Designed for the student who has an elementary-playing facility on the guitar. Instruction is given in playing of chords, scales, arpeggios, solos, sight-reading and ensemble playing. Students must furnish their own instruments.

MVV 1111 A CLASS INSTRUCTION - VOICE I (AA)
1 credit (2 lab hours)
This course covers techniques of posture, tone production, expression, diction, music reading, and repertoire.

MVV 1111 B CLASS INSTRUCTION - VOICE II (AA)
1 credit (2 lab hours)
Prerequisite: MVV 1111 A or equivalent
This is a continuation of MVV 1111 A.

MUSIC APPLIED PRIVATE INSTRUCTION (AA)

(FRESHMAN/SOPHOMORE)
Corequisite: MUS 0010L (Recital Seminar)
Four semesters of applied private lessons are required for all music majors. Non-music majors and non-degree-seeking students may take private lessons only by permission of the Music Department Chairman. Applied private lessons in the Fall and Winter terms are for one hour per week (2 credits) and numbered in the 1300/2300 series. Applied private lessons in the Summer A and Summer B terms are for one hour per week (1 credit) and numbered in the 1200/2200 series. Individual instruction in a specific musical performance area (brass, keyboard, percussion, strings, voice or woodwinds) is given, including work on proper posture, breathing, tone color and expression. If enrolled for the second or subsequent semester, the student is expected to perform in a departmental recital. The letter "R" is added to the common course number for each applied music course indicating that the course is repeatable up to nine (9) times for credit.

FALL/WINTER TERM 1300/2300 SERIES

Brasses - Freshman Level
MVB 1311 R Trumpet (AA) 2 credits (one hour per week)
MVB 1312 R Horn (AA) 2 credits (one hour per week)
MVB 1313 R Trombone (AA) 2 credits (one hour per week)
MVB 1314 R Baritone Horn (AA) 2 credits (one hour per week)
MVB 1315 R Tuba (AA) 2 credits (one hour per week)

Brasses - Sophomore Level
MVB 2321 R Trumpet (AA) 2 credits (one hour per week)
MVB 2322 R Horn (AA) 2 credits (one hour per week)
MVB 2323 R Trombone (AA) 2 credits (one hour per week)
MVB 2324 R Baritone Horn (AA) 2 credits (one hour per week)
MVB 2325 R Tuba (AA) 2 credits (one hour per week)

Keyboard - Freshman Level
MVK 1311 R Piano (AA) 2 credits (one hour per week)
MVK 1313 R Organ (AA) 2 credits (one hour per week)
MVK 1314 R Jazz Piano (AA) 2 credits (one hour per week)

Keyboard - Sophomore
MVK 2321 R Piano (AA) 2 credits (one hour per week)
MVK 2324 R Jazz Piano (AA) 2 credits (one hour per week)

Percussion - Freshman Level
MVP 1311 R Percussion (AA) 2 credits (one hour per week)

Percussion - Sophomore Level
MVP 2321 R Percussion (AA) 2 credits (one hour per week)

Strings - Freshman Level
MVS 1311 R Violin (AA) 2 credits (one hour per week)
MVS 1312 R Viola (AA) 2 credits (one hour per week)
MVS 1313 R Cello (AA) 2 credits (one hour per week)
MVS 1314 R String Bass (AA) 2 credits (one hour per week)
MVS 1315 R Harp (AA) 2 credits (one hour per week)
MVS 1316 R Classical Guitar (AA) 2 credits (one hour per week)
MVS 1317 R Bass Guitar (AA) 2 credits (one hour per week)
MVS 1318 R Jazz Guitar (AA) 2 credits (one hour per week)

Strings - Sophomore Level
MVS 2321 R Violin (AA) 2 credits (one hour per week)
MVS 2323 R Cello (AA) 2 credits (one hour per week)
MVS 2324 R String Bass (AA) 2 credits (one hour per week)
MVS 2325 R Harp (AA) 2 credits (one hour per week)
MVS 2326 R Classical Guitar (AA) 2 credits (one hour per week)
MVS 2327 R Bass Guitar (AA) 2 credits (one hour per week)
MVS 2328 R Jazz Guitar (AA) 2 credits (one hour per week)

Voice - Freshman Level
MVV 1311 R Voice (AA) 2 credits (one hour per week)

Voice - Sophomore Level
MVV 2321 R Voice (AA) 2 credits (one hour per week)

Woodwinds - Freshman Level
MVW 1311 R Flute (AA) 2 credits (one hour per week)
MVW 1312 R Oboe (AA) 2 credits (one hour per week)
MVW 1313 R Clarinet (AA) 2 credits (one hour per week)
MVW 1314 R Bassoon (AA) 2 credits (one hour per week)
MVW 1315 R Saxophone (AA) 2 credits (one hour per week)

Woodwinds - Sophomore Level
MVW 2321 R Flute (AA) 2 credits (one hour per week)
MVW 2322 R Oboe (AA) 2 credits (one hour per week)
MVW 2323 R Clarinet (AA) 2 credits (one hour per week)
MVW 2324 R Bassoon (AA) 2 credits (one hour per week)
MVW 2325 R Saxophone (AA) 2 credits (one hour per week)

SUMMER A AND SUMMER B TERMS, 1200/2200 SERIES

Applied Trumpet (1 credit, one hour per week)
MVB 1211 R Applied Trumpet-Freshman Level (AA)
MVB 2221 R Applied Trumpet-Sophomore Level (AA)

Applied Jazz Piano, Secondary Instrument (1 credit, one hour per week)
MVJ 1210 R Applied Jazz Piano-Freshman Level (AA)
MVJ 2220 R Applied Jazz Piano-Sophomore Level (AA)

Applied Jazz Guitar (1 credit, one hour per week)
MVJ 1213 R Applied Jazz Guitar-Freshman Level (AA)
MVJ 2223 R Applied Jazz Guitar-Sophomore Level (AA)

Applied Piano, Secondary Instrument (1 credit, one hour per week)
MVK 1211 R Applied Piano, Secondary Instrument - Freshman Level (AA)
MVK 2221 R Applied Piano, Secondary Instrument - Sophomore Level (AA)

Applied Guitar (1 credit, one hour per week)
MVS 1216 R Applied Guitar - Freshman (AA)
MVS 2226 R Applied Guitar - Sophomore (AA)

Applied Voice (1 credit, one hour per week)
MVV 1211 R Applied Voice - Freshman (AA)
MVV 2221 R Applied Voice - Sophomore (AA)

Applied Flute (1 credit, one hour per week)
MVW 1211 R Applied Flute - Freshman (AA)
MVW 2221 R Applied Flute - Sophomore (AA)

NUR 1022L NURSING I SKILLS LAB (AS)
1 credit (3 lab hours)
Prerequisites: CHM 1015, HSC 1000/1000L, Procalc 80% proficiency, BSC 1085/1085L, HSC 1010 or NUR 2130; Corequisites: MCB 2010/2010L, BSC 1086/1086L, NUR 1023/1023L, NUR 1144
Students will achieve basic client care skills that are utilized or delegated by the nurse to implement the nursing process. Students gain competency by practicing skills in a supportive and supervised environment in the college campus lab. Includes one hour per week of "Wellness Circle" for development of problem-solving skills. This course may be taken independently with special permission. Lake Worth only. Special fee required.

NUR 1023 NURSING I (AS)
4 credits (4 lecture hours)
Prerequisites: CHM 1015, Procalc 80% competency, BSC 1085, BSC 1085L, HSC 1000/1000L, HSC 1010 (or NUR 2130) and admission to the Nursing program; Corequisites: MCB 2010/2010L and BSC 1086/1086L, NUR 1023L, NUR 1022L, NUR 1144
Introduces nursing as a holistic profession, which cares for and supports wellness for one's self and other's across the lifespan. At the completion of this course the student will have acquired a variety of "tools" for providing nursing care by utilizing five concepts of human functioning. They are: oxygenation, cellular integrity, regulation, sensory/perception/cognition and mobility. This is accomplished through the creation of "learning environments" which honor and maximize student learning styles. Special fee required. Lake Worth only.

NUR 1023L NURSING I CLINICAL (AS)
3 credits (9 clinical hours)
Prerequisites: CHM 1015 or higher, Procalc 80% proficiency, BSC 1085/1085L, HSC 1000 and HSC 1010 or NUR 2130; Corequisites: MCB 2010/201OL, BSC 1O86/1086L, NUR 1023, NUR 1022L, NUR 1144
The beginning nursing student will integrate content from classroom learning activities and skills lab practice experiences. Care will be provided to selected clients across the lifespan in a variety of settings. Focus is on assessment and wellness. Special fee required. Lake Worth only.

NUR 1144 INTRODUCTION TO PHARMACOTHERAPEUTICS (AS)
2 credits (2 lecture hours)
Prerequisites: CHM 1015, Procalc 80% proficiency, BSC 1085/1085L, HSC 1000, HSC 1000L, HSC 1010 or NUR 2130; Corequisites: MCB 2010/2010L, BSC 1086/1086L
This course introduces the beginning level nursing student to the concept of pharmacotherapeutics. At the completion of this course the student will have an understanding of the major drug classifications as they relate to the nursing process and the five concepts of human functioning. Lake Worth only.

NUR 1212 NURSING II (AS)
7 credits (7 lecture hours)
Prerequisites: MCB 2010/2010L, BSC 1086/1086L, NUR 1023 and 1023L, NUR 1022L, NUR 1144; Corequisites: NUR 1212L and 1213L, HLP 1083, HUN 1201
Using the concepts of oxygenation, cellular integrity, regulation, perception/sensory/cognition and mobility, the theories of holism and goal attainment will be applied to commonly occurring human responses to health challenges of individuals and families across the lifespan. The focus is upon the use (application) of the concepts to assist individuals to meet their goals. A variety of nursing practice settings will be explored.

NUR 1212L NURSING II CLINICAL (AS)
4 credits (12 clinical hours)
Prerequisites: MCB 2010/2010L, BSC1086/1086L, NUR 1022L, NUR 1023/1023L, NUR 1144; Corequisites: NUR 1212, NUR 1213L, HLP 1083, HUN 1201
The continuing nursing student will integrate content from classroom learning activities and skills lab when caring for individuals with commonly occurring human responses to health challenges. Practice involves, but is not limited to: well childbearing families, pediatric, adult, geriatric clients in a variety of acute, extended and out-patient care environments. Lake Worth only. Special fee required.

NUR 1213L NURSING II SKILLS LAB (AS)
1 credit (3 lab hours)
Prerequisites: MCB 2010/2010L, BSC 1086/1086L, NUR 1144, NUR 1023/1023L, NUR 1022L, Procalc 80% proficiency; Corequisites: NUR 1212, NUR 1212L, HUN 1201, HLP 1083
Students will achieve complex client care skills that are utilized by the nurse to implement the nursing process. Students gain competency by practicing skills in a supportive and supervised environment in the college campus lab. Includes one hr/week of "Wellness Circle" for the development of problem-solving skills. Lake Worth only. Special fee required.

NUR 2000L INTRODUCTION TO PROFESSIONAL NURSING (AS)
1 credit (3 lab hours)
Prerequisite: LPN; transitional students
This course must be taken prior to entering the nursing program. This course is designed as a transitional course for the LPN or transfer student who is becoming a professional nurse. This course encompasses the areas of role definition; providing/ managing care of individuals and groups utilizing goal attainment to reach an optimum state of health and wellness. Lake Worth only.

NUR 2041 NURSING AMONG THE GUATEMALAN CULTURE (AS)
1 credit (1 lecture hour)
Prerequisite: Allied health student or professional; Corequisite: NUR 2041L
This course will introduce the student to the primary health care delivery in the developing country of Guatemala. It will provide opportunities to gain an understanding of the social, political and economic issues while gaining an increased cultural awareness and sensitivity. Lake Worth only.

NUR 2041L CLINICAL OUTREACH IN GUATEMALA (AS)
2 credits (2 lab hours)
Prerequisite: Allied Health professional or student; Corequisite: NUR 2041
Through participation in rural primary health care, the individual will be introduced to the social, economic, political and health care issues of Guatemala. Included will be issues of cultural diversity, utilization of the "keys to primary health," identification and monitoring of common tropical and recurring health problems as seen in a tent clinic in Guatemala. Lake Worth only. Expenses for travel required.

NUR 2042 OVERCOMING COMMUNICATION BARRIERS WITH THE HISPANIC PATIENT (ATC)
1 credit (1 lecture hour)
This course is designed to assist the participant in understanding and communicating with Hispanic clientele. The curriculum is structured to discuss the cultural aspects that influence healthcare, as well as practicing different methods for communicating with Hispanic clients including verbal and non-verbal techniques. This is a fun, interactive and stress free course.

NUR 2091 ADVANCED PRINCIPLES OF I.V. THERAPY (ATC)
1 credit (1 lecture hour)
This course is designed for the RN who has a working knowledge of the fundamentals of I.V. therapy. Care of patients with a variety of long and short term central venous catheters will be discussed. Different types of catheters, along with their care, similarities, and differences will be included. Hyperalimentation therapy will be addressed as an alternative method of providing for the nutritional needs of the adult. The course includes a theoretical component and a simulated clinical practice.

NUR 2096 PHYSICAL ASSESSMENT OF THE NEUROLOGICAL SYSTEMS - PART I (ATC)
1 credit (1 lecture hour)
The complexities of neuroanatomy and neurophysiology often limit the nurse's appreciation of the value of specific tools of physical assessment available to extrapolate valuable data regarding patient status. It is the goal of this course to overcome that intimidation factor by providing participants with a brief introduction to basic techniques employed in the assessment and evaluation of the neurologic system. Hands on and didactic presentations will be utilized.

NUR 2130 HUMAN GROWTH AND DEVELOPMENT (AA)
3 credits (3 lecture hours)
Introduces the student to the principles and processes of normal human growth and development. The student will understand and apply these concepts to specific age groupings, from conception through death. Health care implications and adaptations will be integrated with course content. Biopsychosocial forces will be studied in relation to their effects on the range of normal human behaviors. Effective communication techniques will be studied, with emphasis on the use of therapeutic skills. Lake Worth only.

NUR 2144 PHARMACOTHERAPEUTICS OF THE CRITICALLY ILL ADULT (ATC)
2 credits (2 lecture hours)
Prerequisite: Current RN license
This course provides an in-depth analysis of the actions and interactions of currently used pharmacological interventions for the critically ill patient. Dosing, drug calculations and application of therapeutic effect will also be included. Case studies will be discussed for titration of hemodynamic altering medications.

NUR 2171 INTRODUCTION TO COMPLEMENTARY AND ALTERNATIVE MEDICINE (CAM) (ATC)
2 credits (2 lecture hours)
This course is designed for practicing Registered Nurses (and other health care providers) who are interested in developing new skills in relating to patients in a holistic manner using a CAM basis and understanding. This holistic approach is founded on both ancient and contemporary philosophies, which acknowledge and integrate all four aspects of self-physical, mental, emotional and spiritual. Emphasis will be placed on heightened self-awareness and self-care to be expanded to facilitate heightened awareness and care of patients. Course presentations will be dynamic, experiential and interactive.

NUR 2172 HARNESSING ENERGY FOR HEALING (ATC)
2 credits (2 lecture hours)
This course is designed for practicing Registered Nurses (and other health care providers) who are interested in developing new skills IIwith which to relate to patients in a holistic manner using a body-mind healing perspective. Various forms of self-massage and healing touch will be explored as well as guided imagery, affirmation and prayer. These self-empowering techniques, anchored in a field of Complementary and Alternative Medicine (CAM) are used to facilitate wellness, reduce stress and prevent disease. Emphasis will be placed on heightened self-awareness and self-care to expand a heightened awareness and care of patients. Course presentations will be dynamic, experiential, and interactive.

NUR 2191 CARDIO-PULMONARY PHARMACOTHERAPEUTICS (ATC)
2 credits (2 lecture hours)
Prerequisite: Current RN license
This course is designed to provide the student with concepts of pharmacology and pharmacotherapeutics in relation to classification and physiological effects of the cardiovascular and respiratory systems, including nursing implications and client/patient education.

NUR 2215 NURSING III (AS)
8 credits (8 lecture hours)
Prerequisites: NUR 1212, NUR 1212L, NUR 1213L, HUN 1201, HLP 1083, ENC 1101; Corequisite: HLP 1087, NUR 2215L
Using the concepts of oxygenation, cellular integrity, regulation, perception/sensory/cognition and mobility, the theories of holism and goal attainment will be differentiated across the lifespan related to less-commonly occurring human responses to health challenges. The focus is on the application and analysis of these concepts to assist individuals to achieve their goals. Lake Worth only. Special fee required.

NUR 2215L NURSING III CLINICAL (AS)
4 credits (12 lab hours)
Prerequisites: NUR 1212, NUR 1212L, NUR 1213L, HUN 1201, HLP 1083, ENC 1101; Corequisites: NUR 2215, SYG 2000, HLP 1087
Using the concepts of oxygenation, cellular integrity, regulation, perception/sensory/cognition, mobility, the theories of holism and goal attainment will be analyzed and applied to the nursing care of clients across the lifespan with less-commonly occurring human responses to health challenges. Clinicals will occur with childbearing families, pediatric, adult, and geriatric patients in a variety of environments including acute care facilities, mental health facilities, and out- patient centers. Lake Worth only. Special fee required.

NUR 2241 MEDICAL-SURGICAL NURSING (ATC)
6 credits (4 lecture hours, 2 lab hours)
This course provides an up-to-date study of the role of the registered nurse caring for the medical-surgical patient. Health care management issues will be discussed as they relate to area demographics. A systemic analysis of pathophysiological states will be the primary focus of the course, along with determining a plan of care based on the nursing process. The integration of discussed concepts and interpretation of outcomes will be incorporated through utilization of case studies. Critical thinking and situation analysis will be an essential component of the course. Special fee required.

NUR 2250 COMMUNITY HOME/HEALTH NURSING: STANDARDS AND REGULATIONS (ATC)
4 credits (4 lecture hours)
Prerequisites: Current RN license, NUR 2241
This course offers the participant knowledge of the (1) interrelationships of home care with other providers in the health care system, (2) trends in home care, (3) professions that have applicability to home care and the role of the nurse in home care. Applicable pay or, state and federal regulations will be covered as they relate to home care agency practice.

NUR 2274 EMERGENCY ROOM/TRAUMA NURSING (ATC)
6 credits (5 lecture hours)
Prerequsites: Current RN license, current ACLS certification and NUR2297 or challenge exam
This course is designed for those registered nurses who have currently completed a basic EKG course and ACLS. The program will provide information on the broad scope of practice endemic to emergency nursing. The pathophysiology of injuries and medical emergencies will be reviewed. Rapid and systematic assessment tools and interventions utilized in emergency nursing care will be introduced.

NUR 2291 CRITICAL CARE NURSING (ATC)
6 credits (10 clinical hours)
Prerequisites: Current RN license, NUR 2297 and NUR 2235 or challenge exam. NUR 2294C meets both these prerequisites.
This course is designed for practicing registered nurses who are interested in developing new skills in the nursing management of critically ill patients. The approach is unique and stresses nursing process and nursing management along with pathophysiology. Emphasis will be placed on anticipatory care planning and problem solving. Nursing process approaches are presented in a manner that has proven to be both meaningful, realistic and relevant for nurses.

NUR 2293C PERIOPERATIVE NURSING (ATC)
6 credits (4 lecture hours, 6 lab hours)
Prerequisites: (1) RN licensed in Florida; (2) minimum of six months medical/surgical nursing; (3) employed at a hospital or has agreement with operating room to act as preceptor; (4) current BCLS certification; (5) professional liability and accident insurance
Prepares registered nurses for beginning level employment as staff nurses in the operating room.

NUR 2294C CARDIOVASCULAR NURSING (ATC)
6 credits (6 lecture hours, 4 lab hours)
Prerequisites: Current RN license, NUR 2935 or successful challenge exam or NUR 2291C
This is a course for graduate nurses and involves the study of pathophysiology and electrophysiography and nursing care of the client with acute and chronic ischemic heart disease. The course emphasizes clinical integration with theory. Resource people are used in areas of specialization. Clinical integration of the theoretical component is consistently emphasized through use of case studies.

NUR 2296 PHYSICAL ASSESSMENT OF ADVANCED CONCEPTS OF ARRHYTHMIA INTERPRETATION (ATC)
2 credits (2 lecture hours)
Prerequisite: Current RN license, NUR 2935 or successful challenge exam or NUR 2291C or NUR 2294C
This course of study is designed for health care providers who have successfully completed a Basic EKG course and a 12 lead course. This class will incorporate the databases from these previous courses as well as introduce additional (more advanced) concepts of arrhythmia interpretation. Physical assessment of arrhythmia will be stressed and a case presentation format consistently utilized.

NUR 2297 CLINICAL INTEGRATION OF BASIC ELECTROCARDIOGRAPHY FOR NURSES (ATC)
3 credits (3 lecture hours)
Prerequisite: Current RN license
This course prepares participants to interpret EKG rhythm strips. The class time is divided between lecture and strip reading. Medical and nursing interventions related to EKG rhythm interpretation are discussed. Clinical integration of basic electrocardiographic principles through utilization of case study format will be consistently emphasized.

NUR 2310C CHILD HEALTH NURSING (AS)
6 credits (4 lecture hours, 6 lab hours)
Prerequisite: Permission of Associate Dean of Nursing and Wellness
This course includes the problems of the child from infancy through adolescence with emphasis on the role of the nurse in the prevention and care of common diseases encountered in this age group. Principles of growth and development are utilized throughout the course. Clinical experience provides opportunity to apply knowledge and skill in the hospital and other local health agencies. Course also offered as separate lecture and lab course on an as need basis. (NUR 2310 and NUR 2310L) Lake Worth only. Special fees required.

NUR 2392 PEDIATRIC INTENSIVE CARE NURSING (ATC)
6 credits (6 lecture hours)
Prerequisite: RN with current Florida license
This course of study is designed for the registered nurse who desires an in-depth knowledge of the critically ill or injured pediatric patient. A systems approach will be presented culminating in the recognition of the pathophysiology, treatment modalities and psychosocial interventions for the child and his/her caregivers. The participant will be trained in the rationale for and the management of, invasive monitoring, ventilatory management, lab value interpretations and Pediatric Advanced Life Support.

NUR 2421C MATERNAL/NEONATAL HEALTH NURSING (AS)
6 credits (2 lecture hours, 6 lab hours)
Prerequisite: Permission of Associate Dean of Nursing and Wellness
This course presents the role of the nurse during the childbearing cycle. Emphasis is placed on family-center approaches to antepartum, intrapartum, postpartum and neonatal homeostasis. Clinical experiences take place in maternal-neonatal settings. Utilization of the nursing process in the role of provider of care to assist the family in the childbearing cycle to achieve and maintain optimum health is emphasized. Course also offered as separate lecture and lab course on an as need basis. (NUR 2421 and NUR 2421L) Lake Worth only. Special fee required.

NUR 2520C (NUR 2520 AND NUR 2520L) MENTAL HEALTH NURSING (AS)
6 credits (4 lecture hours, 6 lab hours)
Prerequisite: Permission of Associate Dean of Nursing and Wellness
This course enables the student to carry out the nursing process in the psychiatric/community mental health setting. Various types of behaviors; therapeutic approaches; current treatment modalities; legal considerations; and community resources available for prevention, treatment, and rehabilitation are studied. Clinical experiences provide for application of the nursing process. Lake Worth only. Special fee required.

NUR 2690 COMMUNITY HOME/HEALTH NURSING: DOCUMENTATION (ATC)
4 credits (4 lecture hours)
Prerequisites: Current RN license, NUR 2252, NUR 2691
With the current health care environment, documentation is playing a key role in the future movement towards outcomes-based care. Outcomes measurement provides a mechanism by which the client's progress can be measured across the time continuum. This course will provide the participant with the knowledge and skills needed to effectively: (1) Utilize standardized measurement tools, (2) Document interventions, (3) Establish patient specific outcomes, (4) Evaluate patient progress towards desired outcomes.

NUR 2712C NURSING IV (AS)
5 credits (2 lecture hours, 9 lab hours)
Prerequisites: NUR 2215, NUR 2215L, HLP 1087, SYG 2000; Corequisites: HLP 1088, NUR 2943L
Using the theories of holism and goal attainment, the concepts of oxygenation, cellular integrity, regulation, perception, perception/sensory/ cognition and mobility will be applied across the lifespan in the synthesis and evaluation of complex nursing situations in both critical care and community settings. Clinical environments that will be explored include: critical care and ambulatory care/home or home-like settings. Lake Worth only.

NUR 2790 REGISTERED NURSE FIRST ASSISTANT (RNFA) LECTURE (ATC)
3 credits (3 lecture hours)
Prerequisites: (1) RN with a minimum of two years recent perioperative experience in the roles of scrub, circulator or first assisting; (2) CNOR certification; (3) Must be licensed to practice as a registered nurse in the state in which his/her clinical internship will be accomplished; (4) BCLS certified, ACLS preferred; and (5) Must submit two letters of recommendation
This course will expand on the basic knowledge of the perioperative nurse. It will emphasize functions and knowledge necessary for the RN First Assistant to acquire so that he/she may be able to assist the surgeon in performing a safe operation with optimal patient outcomes. The unique pre- operative, intraoperative, and post-operative responsibilities of the RNFA will be explained upon using the nursing process. Manual dexterity and performance of these behaviors will be demonstrated as the background for the clinical component. Special fee required.

NUR 2790L REGISTERED NURSE FIRST ASSISTANT (RNFA) CLINICAL (ATC)
3 credits (2 clinical hours)
Prerequisites: (1) Current copy of malpractice insurance policy specific for the RNFA; (2) Current copy of health insurance policy; (3) Current copy of BCLS card; (4) Completed Heptavax form or waiver; and (5) NUR 2790; Corequisite: NUR 2790
This course allows for the clinical preparation of the perioperative nurse expanding her/his knowledge and skills into the RNFA role. To be directly supervised during this internship by a college approved surgeon mentor of the student's choice. The student will also be assigned to a member of the faculty who will follow the student's clinical activities. The student will not be considered an RN First Assistant Intern (RNFA) until the minimum of 144 clinical hours has been met. Special fee required.

NUR 2791 ANTIBIOTIC AND ANTI-INFECTIVE THERAPY (ATC)
2 credits (2 lecture hours)
Prerequisite: Current RN license
This course is designed to discuss basic concepts of colonization, infection, antibiotic resistance and the role of the immune system in infection prevention and control. Specific microorganisms and drugs of choice for treatment will also be discussed. Special fee required.

NUR 2793 NURSING PROCESS APPLIED TO BASIC PRINCIPLES OF INTRAVENOUS (IV) THERAPY (ATC)
2 credits (2 lecture hours)
Prerequisite: Current RN license
This course of study is designed to discuss basic principles of intravenous (IV) therapy using the nursing process as a guide to emphasize clinical integration of content. There is a classroom, simulated clinical practice component included in the curriculum.

NUR 2794 CLINICAL ASSESSMENT OF OXYGENATION AND ACID-BASE STATUS (ATC)
2 credits (2 lecture hours)
Prerequisite: Current RN license
This course prepares the participants to interpret and analyze arterial blood gas reports as they relate to patient presentations seen in the variety of balance and altered oxygenation status, as well as assessment of associated electrolyte disturbance will also be discussed. Clinical integration through use of case study format will be consistently utilized.

NUR 2797 CLINICAL INTEGRATION OF MECHANICAL VENTILATION (ATC)
2 credits (2 lecture hours)
Prerequisite: Current RN license, NUR 2291C or NUR 2794
This course is designed to overview commonly used modalities of mechanical ventilation. The purpose, initiation, maintenance, weaning, monitoring effectiveness of and termination of mechanical ventilation of the seriously ill adult will be discussed. Measurements and calculations of assessment parameters will be addressed with respect to different pulmonary disease processes through the use of case studies.

NUR 2798 INTENSIVE CARE OF CARDIAC SURGERY PATIENTS (ATC)
2 credits (2 lecture hours)
This course provides a framework for the experienced health care professional to utilize in caring for the cardiac surgery patient. This course outlines cardiac anatomy and physiology, development of coronary artery and valve disease, surgical procedures for the correction of coronary artery and valve disorders. Explicit nursing care is provided beginning with the preoperative patient assessment through the preoperative phase and post-operative recovery of the patient. The post-operative care focuses on patient complications related to the cardiac, pulmonary, neurological, endocrine, hemotologic systems and their specific interventions. The newest procedures the Minimally Invasive Coronary Artery Bypass is described and patient care is outlined.

NUR 2799 PHARMACOLOGY FOR ADVANCED CARDIAC LIFE SUPPORT (ATC)
2 credits (2 lecture hours)
This course is designed to generate a more comprehensive understanding of medications used in Advanced Cardiac Life Support algorithms, including antiarrhythmics, vasopressors, inotrops, and nitrates. Indications for these medications, as well as methods of administration and dosage, side effects, and expected clinical outcomes will be thoroughly discussed. This is not an ACLS certification course. Rather, it is intended to prepare and/or expand the practitioner's understanding of ACLS algorithms.

NUR 2921 SPECIAL TOPICS IN CARDIOVASCULAR NURSING (ATC)
1 credit (1 lecture hour)
This curriculum is designed to present current topics in cardiovascular nursing which address the constantly changing technological, medical and surgical aspects of both preventative and interventional therapeutic modalities utilized in this highly specialized field of nursing.

NUR 2922 SPECIAL TOPICS IN CARDIOVASCULAR NURSING (ATC)
2 credits (2 lecture hours)
This curriculum is designed to present current topics in cardiovascular nursing which address the constantly changing technological, medical and surgical aspects of both preventative and interventional therapeutic modalities utilized in this highly specialized field of nursing.

NUR 2923 SPECIAL TOPICS IN COMMUNITY/HOME HEALTH NURSING (ATC)
1 credit (1 lecture hour)
This curriculum is designed to present current topics in community/home health nursing which address the constantly changing technological, medical and surgical aspects of both preventative and interventional therapeutic modalities utilized in this highly specialized field of nursing.

NUR 2924 SPECIAL TOPICS IN COMMUNITY HOME HEALTH NURSING (ATC)
2 credits (2 lecture hours)
This curriculum is designed to present current topics in community/home health nursing which address the constantly changing technological, medical and surgical aspects of both preventative and interventional therapeutic modalities utilized in this highly specialized field of nursing.

NUR 2925 SPECIAL TOPICS IN CRITICAL CARE NURSING (ATC)
1 credit (1 lecture hour)
This curriculum is designed to present current topics in critical care nursing which address the constantly changing technological, medical and surgical aspects of both preventative and interventional therapeutic modalities utilized in this highly specialized field of nursing.

NUR 2926 SPECIAL TOPICS IN CRITICAL CARE NURSING (ATC)
2 credits (2 lecture hours)
This curriculum is designed to present current topics in critical care nursing which address the constantly changing technological, medical and surgical aspects of both preventative and interventional therapeutic modalities utilized in this highly specialized field of nursing.

NUR 2927 SPECIAL TOPICS IN MEDICAL SURGICAL NURSING (ATC)
2 credits (2 lecture hours)
This curriculum is designed to present current topics in medical surgical nursing which address the constantly changing technological, medical and surgical aspects of both preventative and interventional therapeutic modalities utilized in this highly specialized field of nursing.

NUR 2933 INTEGRATION HEALING TOUCH WITH TECHNOLOGY (ATC)
1 credit (1 lecture hour)
This program is a course of which incorporates a variety of basic to advanced healing modalities. The principles and practices of Holistic Nursing will be discussed. Special fee required.

NUR 2934L CLINICAL PRECEPTORSHIP IN INTRAVENOUS THERAPY (ATC)
1 credit (3 clinical hours)
Prerequisite: Current RN license, current BCLS certification, professional malpractice insurance, Hepatitis B vaccination or waiver, proof of negative TB test within 6 months, NUR 2793
Component I: Guided multi-media competency-based individualized instruction. Component II: One-on- one practicum in clinical setting, average of four (4) hours (minimum of two, maximum of six) to complete required technical competencies. Special fee required.

NUR 2935 CLINICAL APPLICATIONS OF TWELVE LEAD ELECTROCARDIOGRAPHY (ATC)
3 credits (3 lecture hours)
Prerequisite: NUR 2297 or successful challenge exam
This course is designed to acquaint the participant with basic concepts of 12 lead electrophysiography, with an overall objective to integrate arrhythmia interpretation and specific clinical presentations based on these 12 lead concepts. Areas to be discussed include axis determination, hemiblock, bundle branch block and patterns of injury and/or infraction. Pathophysiology of AV block (i.e., Type 1 vs. Type 2 conduction disturbances) will also be discussed. Emphasis will be placed on 12 lead interpretation and strip interpretation as well as actual case study analysis.

NUR 2940 SPECIAL TOPICS IN MEDICAL SURGICAL NURSING (ATC)
1 credit (1 lecture hour)
This curriculum is designed to present current topics in medical surgical nursing which address the constantly changing technological, medical and surgical aspects of both preventative and interventional therapeutic modalities utilized in this highly specialized field of nursing.

NUR 2942L RN CLINICAL PRECEPTORSHIP (ATC)
4 credits (12 clinical hours)
This is a hospital based six-week course during which the registered nurse is partnered with an RN preceptor to develop skills as a primary health care professional. During the six weeks, the role of the preceptee is progressed from a novice level of care to one of competence and confidence by directly interacting with patient and other members of the healthcare team. Post conferences will be held once a week to discuss and analyze the experience and to set goals.

NUR 2943L CLINICAL PRECEPTORSHIP (AS)
4 credits (12 lab hours)
Prerequisite: Completion of all nursing courses; Corequisites: NUR 2712C, HLP 1088
This course builds on the knowledge and skills obtained in the nursing curriculum and integrates the curriculum concepts in varied/diverse practice settings. Synthesis of management, organizational culture and interpersonal relationship principles are applied with developingindependence in the practice of nursing. This course facilitates the students' evaluation of principles and practices of the profession of nursing while assisting in the role transition to a practicing registered nurse. Clinical environments could be, but are not limited to: medical/surgical, mental health, pediatric, maternity, critical care, home, nursing home and extended or ambulatory care units. Lake Worth only. Special fees required.

NUR 2944L CRITICAL CARE NURSING PRECEPTORSHIP (ATC)
2 credits (6 clinical hours)
Prerequisites: Current RN license, NUR 2291C
This course is designed to provide the professional nurse the opportunity to integrate the information provided in the classroom with the assessment and management of the patient at the bedside and to perform the technical skills studies in the Critical Care Nursing Course. Special fee required.

NUR 2945 SPECIAL TOPICS IN PERIOPERATIVE NURSING (ATC)
1 credit (1 lecture hour)
This curriculum is designed to present current topics in perioperative nursing which address the constantly changing technological, medical and surgical aspects of both preventative and interventional therapeutic modalities utilized in this highly specialized field of nursing.

NUR 2946 SPECIAL TOPICS IN PERIOPERATIVE NURSING (ATC)
2 credits (2 lecture hours)
This curriculum is designed to present current topics in perioperative nursing which address the constantly changing technological, medical and surgical aspects of both preventative and interventional therapeutic modalities utilized in this highly specialized field of nursing.

NUR 2948L CARDIOVASCULAR NURSING PRECEPTORSHIP (ATC)
2 credits (6 clinical hours)
Prerequisites: Current RN license, NUR 2294C
This course is designed to provide the professional nurse the opportunity to integrate the information provided in the classroom with the assessment and management of the cardiac patient at the bedside and to perform the technical skills studies in Cardiovascular Care. Special fee required.

NUR 2990 PHYSICAL EXAMINATION AND HISTORY TAKING OF THE ADULT - PART I (ATC)
3 credits (3 lecture hours)
Prerequisite: Current RN license
This course will provide the participant with a systemic approach to a physical examination. Communication techniques for the interviewer will be discussed, with the expected outcome of facilitating a concise, precise and relevant patient history. Major body system normal and abnormal physical findings will be discussed along with related pathophysiological states.

OCA 0303 KEYBOARDING (PSAV)
45 clock hours
This course provides instruction in touch operation of the alphabetic and numeric keyboard. Emphasis will be on the development of basic keyboarding skills needed to perform business and word processing activities.

OCA 0501 BUSINESS SOFTWARE APPLICATIONS (PSAV)
150 clock hours
This course expands on the competencies acquired in Building Speed and Accuracy with a primary focus on employment objectives. Students will continue to build speed and accuracy on the keyboard and create documents using business office software applications.

OCA 0502 ADVANCED BUSINESS SOFTWARE APPLICATIONS (PSAV)
175 clock hours
This course further expands on the competencies acquired in Business Software Applications to assist the student in meeting industry standards for employment. Emphasis will be on advanced skill-building, advanced administrative software applications, and simulation of workplace activities.

OCA 0504 BUSINESS APPLICATIONS I (PSAV)
150 clock hours
This course provides the student with a thorough understanding of modern office software and its impact on the business environment. The features of word processing, spreadsheets, databases and presentation software are covered on an intermediate level.

OCE 1001 INTRODUCTION TO OCEANOGRAPHY (AA)
3 credits (3 lecture hours)
This course covers the fundamentals of chemical, biological, physical, and geological characteristics of the world ocean system. Special emphasis is placed on Florida and its unique relationship with its surrounding marine environment. A grade of C or higher is required for this course to be used as a General Education course.

OCE 1001L INTRODUCTION TO OCEANOGRAPHY LAB (AA)
1 credit (1 lab hour)
A hands-on laboratory experience in physical, chemical, biological and geographical oceanography. A grade of C or higher is required for this course to be used as a General Education course. Special fee required. Lake Worth and Palm Beach Gardens only.

ORH 1010 INTRODUCTION TO HORTICULTURE (AS)
3 credits (3 lecture hours)
This course introduces the science and practices underlying occupations in ornamental horticulture. Horticultural biology, factors affecting plant growth and basic cultural practices are emphasized. A broad perspective of the horticultural industry is also provided.

ORH 1016 ENVIRONMENTAL ISSUES IN HORTICULTURE (AS)
3 credits (3 lecture hours)
The field of horticulture has a mixed history in relation to the environment. The purpose of this course is to explore the environmental contributions and hazards of South Florida horticulture, and to provide positive environmentally responsible alternatives to questionable historical practices. Topics to be covered include water use; contamination of ground and surface waters; the ecology of pesticides and herbicides; invasive exotic plants; plants and air quality; soil subsidence; horticulture and urban wildlife; xeriscaping; habitat restoration; remediation; and the use of plants in environmentally sensitive design.

ORH 1281 INTRODUCTION TO ORCHIDS AND THEIR CULTURE (AS)
3 credits (3 lecture hours)
Prerequisite: PLS 2220
Students are provided with an introductory survey of orchid biology and culture along with the taxonomic basis for identifying important genera and species.

ORH 1320 INTRODUCTION TO PALMS AND THEIR CULTURE (AS)
3 credits (3 lecture hours)
Prerequisite: PLS 2220
The uniqueness of palms and their interesting morphology provide the basis for this introductory course. Students are also introduced to the production and culture of palms that are appropriate for South Florida landscape use.

ORH 1840 LANDSCAPE CONSTRUCTION (AS)
3 credits (3 lecture hours)
Basic skills in landscape construction including blueprint reading, landscape layout, installation of plant materials, landscape construction, drainage systems and landscape lighting.

ORH 2220 TURFGRASS CULTURE (AS)
3 credits (3 lecture hours)
This course is structured to give students a working knowledge of the cultural requirements of cool and warm season turf grasses used in the United States, with emphasis on the warm season grasses used in Florida. Morphology, primary and secondary cultural practices, pest management and propagation will be covered.

ORH 2241 ARBORICULTURE (AS)
3 credits (3 lecture hours)
This introductory course deals with the selection, planting and care of woody plants. Topics emphasized are establishment, fertilization, pruning and irrigation. Students who master the material are expected to qualify as Certified Arborists with the International Association of Arboriculture.

ORH 2251 NURSERY MANAGEMENT (AS)
3 credits (3 lecture hours)
This is an introduction to the nursery industry including business management, nursery organization, marketing, inventory control, cultural practices, and pest management.

ORH 2412 PLANT PHYSIOLOGY (AS)
3 credits (3 lecture hours)
Plant physiology offers students a broad survey of physiological processes and responses of flowing plants to the environment. Water relations, mineral nutrition, photosynthesis, respiration and growth are emphasized.

ORH 2510 ORNAMENTAL PLANT IDENTIFICATION I (AS)
3 credits (3 lecture hours)
This course focuses on the identification, growth characteristics, culture, and use of subtropical and tropical landscape plants. Materials include trees, shrubs, vines, ground covers, and foliage plants.

ORH 2511 INTRODUCTION TO PLANTS OF SOUTH FLORIDA ECOSYSTEMS (AS)
3 credits (3 lecture hours)
An overview of the native flora (plant life) of Palm Beach County taught largely in the field. Plants will be studied primarily by their ecological associations and habitats, with additional attention to family groupings. This course is relevant to anyone interested in native plants or local ecology, to those studying environmental science, as well as to horticulturists interested in native plants.

ORH 2521 HORTICULTURAL TAXONOMY (AS)
3 credits (3 lecture hours)
This course will provide an overview of the principles of plant classification relevant to horticulture, and an overview of the major plant groups involved in South Florida horticulture. The course will also provide insights into plant nomenclature and informational retrieval on horticultural plants.

ORH 2601 HORTICULTURE SALES AND SERVICES (AS)
3 credits (3 lecture hours)
Prerequisites: ORH 1010, BUL 2240, MAR 2011, MKA 1041
Management insights provided in business courses are applied to sales and services in the horticulture industry. The merchandising of plant materials and the provision of contractual services that can be offered by various types of horticulture businesses are emphasized.

ORH 2800 INTRODUCTION TO LANDSCAPE DESIGN (AS)
3 credits (3 lecture hours)
This introductory course teaches the theory and practice of landscape design. Students will be given a basic understanding of the design process that includes a needs survey, site and project analysis, base plan and design preparation, budgeting and presentation.

ORH 2833 LANDSCAPE DESIGN II (AS)
3 credits (3 lecture hours)
Prerequisite: ORH2830
This course prepares students to design urban and community spaces. Modern and alternative design approaches are explored and emphasized. Integration of information from Introduction to Landscape Design and additional horticultural classes is a feature of this course.

ORH 2835 COMPUTER-AIDED LANDSCAPE DESIGN (AS)
3 credits (3 lecture hours)
Prerequisite: ORH 2830 or consent of instructor
In this course students with introductory design skills are taught the advanced techniques of computer-aided landscape design. Proficiency in generating finished designs, estimating, and plotting are emphasized.

ORH 2873 INTERIORSCAPE DESIGN AND MAINTENANCE (AS)
3 credits (3 lecture hours)
This is an overview of interiorscape design principles and maintenance. Course content includes foliage plant identification and selection, site analysis, design layout, installation, maintenance fertilization and contracting.

ORH 2949C ORNAMENTAL HORTICULTURE WORK EXPERIENCE/INTERNSHIP (AS)
3 credits (2 lecture hours, 15 lab hours)
Prerequisite: Student must have completed at least 12 credit hours with a minimum of 2.0 grade point average
This program combines campus study with directly related work experience in the horticulture field. College credit is given for the learning, which occurs as a result of working in the green industry. Students are required to work 15 hours per week in a horticulture position. Learning objectives are developed by the student, industry supervisor and faculty coordinator. Class meetings and personal conferences are held to discuss progress and resolve problems encountered in the work environment.

ORI 2000 ORAL INTERPRETATION OF LITERATURE (AA)
3 credits (3 lecture hours)
Basic principles of oral interpretation as applied to interpretation of prose, drama and poetry. Teaches the art of communicating to an audience works of literary art in their intellectual, emotional and aesthetic entirety. Using classical and contemporary literature, students learn how to select, evaluate, analyze, prepare and present material. Reader's Theater and individual interpretation are studied. Recitals to which other students and guests may be invited are an important part of this course.

OST 0302 WORD PROCESSING FOR THE HEALTH PROFESSIONAL (PSAV)
45 clock hours
This course will introduce basic word processing concepts and functions. Students will learn how to enter and modify text, format documents and use various word processing tools.

OST 1100C BEGINNING KEYBOARDING (AS)
3 credits (1 lecture hour, 4 lab hours)
This course covers the keyboard, vertical and horizontal centering, memoranda, business letters, tabulation, reports and tables. Lake Worth only. Special fee required.

OST 1108 BUILDING TYPING SPEED AND ACCURACY (AS)
1 credit (1 lecture hour)
This course is designed to build typing speed and accuracy at the computer keyboard through computerized diagnostic testing and practice. Students enrolled in this course must be able to touch type prior to entering this course. Lake Worth only. Special fee required.

OST 1110C INTERMEDIATE KEYBOARDING (AS)
3 credits (1 lecture hour, 4 lab hours)
Prerequisite: OST 1100C
This course covers business letters with special features, interoffice memos, agendas, news releases, minutes, reports, letters of application, resumes and tabulation. Lake Worth only. Special fee required.

OST 1141 KEYBOARDING FOR MICROCOMPUTER (AS)
1 credit (2 lab hours)
This course teaches "touch" level skills for alphanumeric keys with appropriate control. A minimum of 21 words per minute is required. Lake Worth only. Special fee required.

OST 1211C SHORTHAND I (AS)
3 credits (1 lecture hour, 4 lab hours)
This course is open to students without previous shorthand instruction. Basic principles of Gregg Shorthand Theory and Practice are offered. A dictation skill of 50 to 70 words a minute is developed. The ability to touch type 35 words a minute is suggested prior to enrolling in this course. Lake Worth only. Special fee required.

OST 1272C SHORTHAND II (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: OST 1211C
This course is a continuation of OST 1211C. It is designed for those individuals with basic stenographic training and who need to increase their speed to achieve personal or professional goals. The ability to touch type 35 words a minute is suggested prior to enrolling in this course. Special fee required. Lake Worth only.

OST 1332 BUSINESS PRESENTATIONS (AS)
3 credits (3 lecture hours)
Prerequisites: ENC 1101, OST 2335
This course is an introduction to principles and techniques necessary to make effective business presentations. Students receive hands-on experience using multimedia technology in developing and delivering presentations. Students develop poise and confidence by participating in a wide range of communication activities. Required work includes a writing component of at least 2,000 words. Lake Worth only. Special fee required.

OST 1811 DESKTOP PUBLISHING (AS)
3 credits (3 lecture hours)
This course covers the use of computers to create typeset quality publications suitable for printing, using a popular desktop publishing program. Lake Worth only. Special fee required.

OST 1828 PRESENTATION GRAPHICS FOR BUSINESS (AS)
1 credit (1 lecture hour)
This course is designed to give the student an introduction to the basics of producing presentation software to develop computer generated slide presentations. Lake Worth only. Special fee required.

OST 1831 MICROSOFT WINDOWS (AS)
1 credit (1 lecture hour)
This course gives students instruction in the use of Windows. Topics include: customizing the desktop, controlling applications, file management and operation of various accessory programs. Lake Worth only.

OST 2335 BUSINESS COMMUNICATIONS (AS)
3 credits (3 lecture hours)
Prerequisites: ENC 1101or ENC 1151, OST 1100C
The purpose of this course is to study the correspondence of the business office. Much time will be spent in composing and analyzing various kinds of business letters and business reports. Intensive review of sentence structure, punctuation, capitalization, and expression of numbers. Lake Worth only.

OST 2339 BUSINESS ENGLISH REVIEW (AS)
1 credit (1 lecture hour)
This course provides quick review of grammar and punctuation fundamentals pertinent to business writing. Lake Worth only. Special fee required.

OST 2402 OFFICE PROCEDURES AND TECHNOLOGY (AS)
3 credits (3 lecture hours)
Prerequisites or corequisites: OST 1110C and CGS 1570
This course is designed for students who aspire to professional status as a secretary. It covers a wide range of office activities and provides training through simulated office situations. This course should be taken in a student's final terms. Lake Worth only. Special fee required.

OST 2431 LEGAL OFFICE PROCEDURES (AS)
3 credits (3 lecture hours)
This course is designed for students who aspire to professional status as a legal secretary. It gives the student an overview of the office procedures required of legal secretaries including preparation of legal documents, provides an introduction to terminology and procedures used in non-litigation and litigation matters, and provides training through simulated office situations. It is recommended that students type at least 35 words a minute prior to entering this course. Word processing skills are strongly encouraged.

OST 2603C MACHINE TRANSCRIPTION (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: OST 1100C
This course is designed to develop the student's proficiency in transcribing pre-dictated business documents into mailable copy. An emphasis is also placed on grammar, spelling, and punctuation. Lake Worth only. Special fee required.

OST 2621C LEGAL TRANSCRIPTION (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: OST 1100C and OST2431
This course provides instruction for transcribing legal documents into mailable copy. An emphasis is placed on legal terminology, formatting various legal documents, grammar, spelling, and punctuation. Special fee required.

OST 2710 INTRODUCTION TO WORD PROCESSING (AS)
1 credit (1 lecture hour)
This course is designed to give the students an introduction to the basic editing commands and an overview of the features of the word processing software. An ability to touch type 35 words per minute is suggested. Lake Worth only. Special fee required.

OST 2714C WORD PROCESSING (AS)
3 credits (2 lecture hours, 2 lab hours)
Students will develop skill in word processing techniques using WordPerfect or Microsoft Word software. Students will use various features of the program, basic and advanced, including editing, formatting, styles, columns, tables, graphics and desktop publishing. An ability to touch type 35 words per minute is suggested. Lake Worth only. Special fee required.

OTA 0100 INTRODUCTION TO KEYBOARDING/WORD PROCESSING (PSAV)
60 clock hours
This course provides instruction in basic keyboarding and word processing. Students will develop touch control of the keyboard and use word processing features to create and enhance documents.

OTA 0101 KEYBOARDING/WORD PROCESSING I (PSAV)
45 clock hours
This course introduces the computer keyboard and develops correct techniques for attaining useful levels of speed and accuracy for keying alphabetic, numeric and symbol keys "by touch." Functions and operations of word processing software will be introduced.

OTA 0131 BUILDING SPEED AND ACCURACY (PSAV)
60 clock hours
This course further develops skills acquired in Introduction to Keyboarding/Word Processing. Students will increase speed and accuracy on the keyboard and use various computer applications to enhance written communications.

OTA 0311 APPLIED ENGLISH USAGE (PSAV)
45 clock hours
This course provides instruction in English grammar and writing skills. Emphasis will be on the review of basic rules of grammar, punctuation, spelling, and correspondence.

OTA 0421 INTRODUCTION TO OFFICE OPERATIONS (PSAV)
90 clock hours
This course provides instruction in standard office procedures and diversified skills needed for entry-level employment. Classroom content will also include basic records management, math problem solving and a review of English grammar and writing.

OTA 0423 BUSINESS OFFICE OPERATIONS (PSAV)
90 clock hours
This course builds on the knowledge and skills gained in Introduction to Office Operations. Course content will include business office functions and responsibilities, human relations, basic management concepts, computation and finance, and career development.

OTA 0431 OFFICE PROCEDURES I-SIMULATION (PSAV)
150 clock hours
This course provides instruction in standard office procedures including scheduling of appointments, time management, travel arrangements and meeting and conference planning. Emphasis will also be on written communication, English grammar and spelling.

OTA 0432 ADVANCED ADMINISTRATIVE OFFICE PROCEDURES (PSAV)
175 clock hours
This course expands on the competencies acquired in OTA 0438 to prepare the student for employment. Emphasis will be on advanced leadership and supervisory techniques, customer service strategies, communications in multicultural settings, and specialized office and accounting procedures.

OTA 0438 ADMINISTRATIVE OFFICE PROCEDURES (PSAV)
150 clock hours
This course expands on the competencies acquired in Administrative Office Procedures to prepare the student for employment. Emphasis will be on advanced leadership and supervisory techniques, customer service strategies, communications in multicultural settings, and specialized office and accounting procedures.

OTA 0452 OFFICE PROCEDURES II-SIMULATION (PSAV)
200 clock hours
This course expands on the competencies learned in Office Procedures I. The primary focus will be on advanced administrative office management procedures and work-based simulation activities.

OTA 0490 PROFESSIONAL DEVELOPMENT (PSAV)
50 clock hours
This course will prepare the student for a career in the business field. Course content will include interviewing, resume writing, job search, professional etiquette and contemporary issues in the workplace.

OTA 0602 ICD9-CM CODING (PSAV)
45 clock hours
Basic diagnosis coding is taught in this 45 contact hours. This course is a combination of lecture and practice sessions.

OTA 0659 MEDICAL CODING WITH ICD-9 AND CPT (PSAV)
60 clock hours
Understand the concepts of using ICD9-CM diagnostic coding for medical records procedures for insurance billing. Textbook required.

OTA 0940 ADMINISTRATIVE ASSISTANT INTERNSHIP (PSAV)
100 clock hours
This externship places the student in a business office to gain practical experience in performing administrative assistant functions and responsibilities. Upon completion, the student will have met industry standards for employment as an executive secretary or administrative assistant.

OTA 0941 ADMINISTRATIVE ASSISTANT OFFICE SIMULATION (PSAV)
100 clock hours
This course places the student in a simulated work environment to gain experience in performing administrative assistant functions and responsibilities. Upon completion, the student will have met industry standards for employment as an executive secretary or administrative assistant.

PCB 2061 GENETICS (AA)
3 credits (3 lecture hours)
Prerequisite: BSC 1010
This is a study of the effects of heredity units in interplay with the environment on the development and function of organisms, with emphasis on human inheritance and modern biochemical genetics. This course is of importance to prospective teachers, social workers, medical students and majors in biology.

PCB 2061L EXPERIMENTS IN GENETICS (AA)
1 credit (2 lab hours)
Prerequisite or corequisite: PCB 2061
Experimental determination of genetic ratios mainly by computer simulation.

PCB 2350C TROPICAL ECOLOGY (AS)
3 credits (2 lecture, 2 lab hours)
Prerequisites: At least one college-level course in natural or physical sciences

This course is designed to provide the student with a sound foundation in ecological concepts and field techniques as applied to tropical rainforest ecosystems. The course relies heavily on both classroom and field instruction to study the natural history of plant and animal taxa important in tropical habitats. Topics range from behavioral and physiological adaptations of individual organisms to processes and patterns inherent in diverse assemblages of flora and fauna. Topics include: nutrient and energy cycling; gaps, vertical strata and forest structure; animal-plant interactions, such as pollination biology, seed predation, dispersal and herbivory; plant and animal defenses; social insects; latitudinal trends in biodiversity.

PEL 1621 BASKETBALL (AA)
1 credit (2 lab hours)
Review basic skills of basketball and interpretation and application of rules and study of basic offenses and defenses and their usages. Lake Worth only.

PEL 2121 GOLF (AA)
1 credit (2 lab hours)
This is an introduction in fundamental skills and application of golf rules. Special fee required. Lake Worth and Palm Beach Gardens only.

PEL 2341 BEGINNING TENNIS (AA)
1 credit (2 lab hours)
Basic skills, techniques, fundamentals, strategy, and application of rules in tennis are covered. (Students furnish own racquets.) Special fee required. Lake Worth and Boca Raton only.

PEL 2342 INTERMEDIATE TENNIS (AA)
1 credit (2 lab hours)
Prerequisite: PEL 2341
Advanced tennis skill development by analysis, strategies and progression of skills. Special fee required. Lake Worth and Boca Raton only.

PEM 1116 AEROBIC DANCE (AA)
1 credit (2 lab hours)
A basic course in rhythmic movement of large muscles designed to enhance muscle tone and flexibility. Special fee required. Lake Worth and Palm Beach Gardens only.

PEM 2405 SELF-DEFENSE (AA)
1 credit (2 lab hours)
Develop self-confidence and abilities for self- defense. Includes Crime prevention. Lake Worth and Palm Beach Gardens only.

PEN 2136 SCUBA DIVING (AA)
1 credit (2 lab hours)
Introduces knowledge and skills required for scuba diving. Certification is issued upon successful completion. Special fee required. Lake Worth only.

PEN 2137 ADVANCED SCUBA (AA)
1 credit (2 lab hours)
Provides certified scuba divers with knowledge and skills required for advance scuba diving. Advanced scuba diver certification is issued on successful completion. Special fee required. Lake Worth only.

PEO 1031C INDIVIDUAL SPORTS (AA)
3 credits (2 lecture hours, 2 lab hours)
Includes bowling, archery, and golf providing the physical education major with basic fundamental strategies and skill progressions. Lake Worth only.

PEO 1321C VOLLEYBALL FUNDAMENTALS AND OFFICIATING (AA)
3 credits (2 lecture hours, 2 lab hours)
Physical education major courses are for professional physical education majors only and will not satisfy graduation requirements for non- P.E. majors. Provides the prospective physical education teacher with knowledge and skills in playing and officiating volleyball. Lake Worth only.

PEO 2004 THEORY AND PRACTICE OF COACHING A SPECIFIC SPORT (AA)
3 credits (3 lecture hours)
This course is designed to provide knowledge of the rules, teaching progressions and strategies for competition. The course includes acceptable behavior and ethics for coaches. This course will be offered for the following specific sports: baseball/softball, basketball, football, golf, soccer, swimming, tennis, track and field/cross country, volleyball and wrestling. Lake Worth only.

PEO 2005 COACHING THEORY (AA)
3 credits (3 lecture hours)
This course is designed to provide knowledge of the characteristics, principles, ethics, and theories related to coaching sports in educational and recreational settings. Emphasis is placed on preparing coaches to train athletes to achieve optimal level of performance. Lake Worth only.

PEO 2351C FUNDAMENTALS OF RACQUET SPORTS (AA)
3 credits (2 lecture hours, 2 lab hours)
Provides the prospective physical education teacher knowledge and skills in tennis, racquetball, and badminton. Lake Worth only.

PEO 2621C FUNDAMENTALS OF BASKETBALL (AA)
2 credits (1 lecture hour, 2 lab hours)
Provides the prospective physical education teacher knowledge and skills in basketball and badminton. Lake Worth only.

PEP 2101 ESSENTIALS OF FITNESS (AA)
3 credits (3 lecture hours)
Provides the prospective physical education teacher a fundamental knowledge of physical fitness, fitness evaluation and program planning. Each student is required to be certified in CPR. Lake Worth only. Offered Winter only.

PET 2000 INTRODUCTION TO PHYSICAL EDUCATION (AA)
3 credits (3 lecture hours)
Provides the prospective physical education teacher an introduction to physical education including program training and professional opportunities. Lake Worth only.

PET 2622 CARE AND PREVENTION OF ATHLETIC INJURIES (AA)
3 credits (3 lecture hours)
This course is designed to provide students with a basic knowledge of the care, prevention and rehabilitation of injuries received during participation in physical education activities. Prior First Aid certification is strongly recommended. Lake Worth only.

PGY 0223 PHOTOGRAPHY FOR COMMERCIAL ART (PSAV)
93 clock hours
This course will teach students basic photography skills including how to operate a single lens reflex 35 mm camera with manual adjustments, how to compose a picture and how to develop film.

PGY 1118C COLOR PHOTOGRAPHY I (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: PGY 1401C
This course is taught with the additive system for exposure. A detailed instruction on how to mix and use color chemistry is given with color theory. Special fee required.

PGY 1119C COLOR PHOTOGRAPHY II (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: PGY 1118C
This course is a continuation of PGY 1118C using the additive system of exposure. Color balance with color measurement in lab assignments is covered.

PGY 1401C INTRODUCTION TO PHOTOGRAPHY (AA)
3 credits (2 lecture hours, 2 lab hours)
This course is an introduction to black and white photography. The camera's construction and operation are explained. Emphasis is on printing and darkroom procedures. Students in all photography courses will be required to furnish film, photographic paper and a camera which permits the manual control of the lens aperture and shutter speed. (NO AUTOMATIC CAMERAS WITHOUT MANUAL OVERRIDE SYSTEM.)

PGY 2103C ZONE SYSTEM (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: PGY 1401C or equivalent
Film densities and relationships to exposures and developments are explored. The concept of visualization of photographs is discussed.

PGY 2109C FINE PRINT (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: PGY 1401C and PGY 2103C
This course presents a comprehensive approach to making photographic prints to obtain desired qualities.

PGY 2211C TECHNIQUES OF COMMERCIAL PHOTOGRAPHY (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART 1201C, ART 1300C, PGY 1401C
This is a continuation of PGY 2445C emphasizing portrait, product, and experimental photography and continuing a photography major's work. (May be taken twice for credit.)

PGY 2445C EXPERIMENTAL PHOTOGRAPHY (AS)
3 credits (2 lecture hours, 2 lab hours)
Prerequisite: PGY 1401C or instructor permission required
This is a course for those students familiar with processing of black and white negative materials and experienced in printing and enlarging black and white photographs. Fine art and photography students majoring in this area will be completing art-oriented projects with strong emphasis on the creative approach in photography. Students will present a portfolio at the end of the semester. Special fee required.

PHI 1010 INTRODUCTION TO PHILOSOPHY (AA)
3 credits (3 lecture hours)
Explores the nature of philosophy, methods and major problems from pre-Socratic era to present. Ideas and their relationship to science, art, religion and sociopolitical development are examined. Requires a grade of C or better for AA transfer credit.

PHI 1100 CRITICAL REASONING (AA)
3 credits (3 lecture hours)
This course is designed to introduce students to the essentials of logic as a way to make decisions and to assess the ideas of others. Topics }covered include induction, deduction, arguments, fallacies, creative thinking and subjective influences on thinking.

PHI 1600 ETHICS (AA)
3 credits (3 lecture hours)
A rigorous and systematic inquiry into man's moral behavior discovering rules that ought to govern human action and goals worth seeking in human life using ethics as a science of conduct. Requires a grade of C or better for AA transfer credit.

PHY 1001 APPLIED PHYSICS (AA)
3 credits (3 lecture hours)
Prerequisite: MAC 1105; Corequisite: MAC 1114
A concentrated, one-semester, applied-physics course; includes essential physical principles for engineering, medical and other technician personnel. An overview of basic physics concepts is presented with minimum emphasis on mathematics. Includes physical mechanics, electricity and magnetism and optics. A grade of C or higher is required for this course to be used as a General Education course. Lake Worth only.

PHY 1007 PHYSICS FOR ALLIED HEALTH PROFESSIONS (AA)
3 credits (3 lecture hours)
Corequisite: MAC 1105
A one-semester course in applied physics for allied health fields. Covers technical math calculations, units of measurements, mechanics, heat, fluid and gas laws, atomic structure and nuclear physics, electromagnetism, light and sound. Palm Beach Gardens only.

PHY 2048 GENERAL PHYSICS WITH CALCULUS I (AA)
4 credits (4 lecture hours)
Prerequisite: MAC 2311; Corequisite: PHY 2048L
This is the first of a two-term sequence in general physics for students with above average mathematics background. Designed for students in engineering and science; topics: vector manipulation, statics, fundamentals of motion, force and translation, torque and rotation, energy, fluids at rest and in motion, gases, heat transfer, change of phase. A grade of C or higher is required for this course to be used as a General Education course. Not offered at Belle Glade.

PHY 2048L GENERAL PHYSICS I AND GENERAL PHYSICS WITH CALCULUS I LABORATORY (AA)
1 credit (2 lab hours)
Corequisite: PHY 2048 or PHY 2053
This is the laboratory for the courses PHY 2053 and PHY 2048. The lab will provide "hands-on" experiences of physical principles discussed in the lectures. In the process, the student will become acquainted with laboratory equipment and procedures. The theory behind a physical principle will be presented in each lab and the expected results will be checked by experimental measures. Not offered at Belle Glade. A grade of C or higher is required for this course to be used as a General Education course. Special fee required.

PHY 2049 GENERAL PHYSICS WITH CALCULUS II (AA)
4 credits (4 lecture hours)
Prerequisites: PHY 2048 and MAC 2312; Corequisite: PHY 2049L
This is the second term of the general physics with calculus sequence. Topics included are electrostatics, electric current and resistance of circuits, electromagnetism, magnetic circuits, wave motion, reflection and refraction of light, lenses and mirrors, spectra and color, interference and diffraction and polarization. A grade of C or higher is required for this course to be used as a General Education course. Not offered at Belle Glade.

PHY 2049L GENERAL PHYSICS II AND GENERAL PHYSICS WITH CALCULUS II LABORATORY (AA)
1 credit (2 lab hours)
Prerequisite: PHY 2048L; Corequisite: PHY 2049 or PHY 2054
The laboratory is for the courses PHY 2054 and PHY 2049. The lab will provide "hands-on" experiences of physical principles discussed in the lectures. In the process, the student will become acquainted with laboratory equipment and procedures. The theory behind a physical principle will be presented in each lab and the expected results will be checked by experimental measures. A grade of C or higher is required for this course to be used as a General Education course. Not offered at Belle Glade. Special fee required.

PHY 2053 GENERAL PHYSICS I (AA)
4 credits (4 lecture hours)
Prerequisite: MAC 1105, MAC 1114; Corequisites: PHY 2048L
Designed for pre-medical, pre-dental, pre- pharmacy, business, technical and liberal arts students not majoring in engineering, physical science or mathematics. The first part of a two- term sequence must be taken before PHY 2054. Topics are vector quantities, Newton's Laws, mechanical equilibrium, translational and rotational motion, energy and work, heat and thermal concepts. A grade of C or higher is required for this course to be used as a General Education course. Not offered at Belle Glade.

PHY 2054 GENERAL PHYSICS II (AA)
4 credits (4 lecture hours)
Prerequisites: PHY 2053 and PHY 2048L; Corequisite: PHY 2049L
Second term of the general physics sequence. Topics are electrostatics, electric current, magnetism, optics, light, optical instruments, atomic and nuclear physics. A grade of C or higher is required for this course to be used as a General Education course. Not offered at Belle Glade.

PLA 1003 INTRODUCTION TO LEGAL TECHNOLOGY (AS)
3 credits (3 lecture hours)
This course provides an overview of the training and purpose of legal assistants. Examines role of lawyers and legal assistants, ethical and professional practice standards for both lawyer and assistant and surveys fields of law covered by the program.

PLA 1104 LEGAL WRITING AND RESEARCH I (AS)
3 credits (3 lecture hours)
This course is an introduction in writing civil and criminal legal memoranda and briefs to assist supervisor and attorneys in both trial and appellate work. Includes in-depth examination of the law library and legal research. PLA 1273 Preparing Negligence Cases (AS) 3 credits (3 lecture hours) Basic law relating to civil wrong applied to personal and property damage including intentional interference with contractual relations, abuse of process, torts in the family, civil conspiracy and immunities.

PLA 1273 PREPARING NEGLIGENCE CASES (AS)
3 credits (3 lecture hours)
Basic law relating to civil wrong applied to personal and property damage including intentional interference with contractual relations, abuse of process, torts in the family, civil conspiracy, and immunities.

PLA 1949C CO-OP LEGAL ASSISTANT I (AS)
3 credits (1 lecture hour, 10 lab hours)
Coordinated work-study program reinforcing educational and professional growth parallel involvement in classroom studies and field experiences. The student and teacher-coordinator determine objective for on-the-job legal assistant assignments. The student is evaluated by the teacher-coordinator and immediate supervisor.

PLA 2114 LEGAL WRITING AND RESEARCH II (AS)
3 credits (3 lecture hours)
Prerequisite: PLA 1104
This is an advanced course in civil and criminal legal writing and research.

PLA 2209 COURT SYSTEM: PROCEDURES AND PLEADINGS I (AS)
3 credits (3 lecture hours)
Examines structure of both state and federal judicial system and jurisdiction, including basic judicial process and procedure including State and Federal Rules of Courts.

PLA 2229 COURT SYSTEM: PROCEDURES AND PLEADINGS II (AS)
3 credits (3 lecture hours)
Prerequisite or corequisite: PLA 2209
The basics of civil and criminal causes of action through exercises in drafting and use of pleading forms are covered.

PLA 2483 ADMINISTRATIVE LAW (AS)
3 credits (3 lecture hours)
This course is a broad survey seeking to identify and describe areas of government, both state and federal regulations of businesses and government regulations and administrative procedures.

PLA 2600 ADMINISTRATION OF ESTATES I (AS)
3 credits (3 lecture hours)
Survey of estate planning and administration, including preparation of wills, trust and probate forms.

PLA 2611 REAL ESTATE LAW AND PROPERTY TRANSACTIONS I (AS)
3 credits (3 lecture hours)
This is a survey of common types of real estate transactions and conveyances, such as deeds, contracts leases, etc., and problems in drafting related documents.

PLA 2612 REAL ESTATE LAW AND PROPERTY TRANSACTIONS II (AS)
3 credits (3 lecture hours)
Prerequisite: PLA 2611
This is an advanced course in Real Estate Law and Property Transactions. Includes mortgage financing, RESPA, landlord/tenant and condo law. Students must have completed Real Estate Law and Property Transactions I.

PLA 2800 FAMILY LAW (AS)
3 credits (3 lecture hours)
This is a study of divorce, separation, custody, legitimacy, adoption, name change, guardianship, support, court procedures, separation agreements, and property disposition.

PLA 2949C CO-OP LEGAL ASSISTANT II (AS)
3 credits (1 lecture hour, 10 lab hours)
Prerequisite: PLA 1949C
This is a continuation of PLA 1949C.

PLS 2220 PLANT PROPAGATION (AS)
3 credits (3 lecture hours)
Modern techniques of sexual and asexual propagation are surveyed and demonstrated including seed germination, grafting, cuttage and micropropagation. Biochemical procith successful propagation techniques are studied.

PMA 2213 PLANT PEST MANAGEMENT (AS)
3 credits (3 lecture hours)
Students are given a basic understanding of plant pests and their effective management. Important insect, fungal, bacterial and viral plant problems will be surveyed. An extensive section on pesticide classification and proper use is included.

PMT 0102 INTRODUCTION TO BASIC WELDING I (PSAV)
60 clock hours
This course provides instruction in shop organization, management, safety, workplace communication skills and infection control procedures essential for employment in the welding technology industry. Work related health hazards and safe practices for the handling of chemicals are identified. Students participate in classroom activities and hands-on practice in the shop laboratory.

PMT 0103 INTRODUCTION TO BASIC WELDING II (PSAV)
80 clock hours
This course prepares the student to recognize, identify and demonstrate the safe use of tools and equipment integrating mathematical and scientific principles in the classroom that are commonly required for performing job duties in welding technology occupations. Students will explain and demonstrate these mathematical and scientific principles using welding tools and equipment in numerous hands-on shop activities.

PMT 0120 BASIC SHIELDED METAL ARC WELDING (PSAV)
80 clock hours
This course will provide the student with skills in the identification, and explanation of oxyfuel gas cutting equipment, procedures, and practices that are performed by the student in a lab/shop environment. The student will apply set up and cutting procedures from basic to intermediate skills in fillet welds, shape cutting and bevel cutting operations on plain carbon steel.

PMT 0121 SHIELDED METAL ARC WELDING I (PSAV)
75 clock hours
This course will provide the student with hands-on skills performing tests, examine metal surfaces, and set up shielded metal arc equipment to make groove welds, all positions on plain carbon steel. The student will perform lab/shop procedures to safely prepare the area, demonstrating the ability to identify and use filler metals and shielding gases. The student will also practice: skills relating to personal safety in accordance with regulating authorities, environmental practices workplace communication, and employability skills. Optional cooperative education training is also offered.

PMT 0122 SHIELDED METAL ARC WELDING II (PSAV)
75 clock hours
This course will enable the student to identify metals using visual, magnetic and spark methods, describe structural shapes, identify and explain the procedures to interpret American Welding Society standard welding symbols and fabricate parts from a drawing or sketch. The student will perform lab/shop procedures to safely prepare the area, demonstrate the ability to identify and use filler metals and shielding gases. The student will also practice: skills relating to personal safety in accordance with regulating authorities, environmental practices, workplace communication, and employability skills. Optional cooperative education training is also offered.

PMT 0125 SHIELDED METAL ARC WELDING III (PSAV)
100 clock hours
This course is designed to enable the student to set up, inspect, operate, and apply the necessary processes to perform air carbon arc washing and gouging activities and plasma arc cutting methods for piercing, slotting, squaring, and beveling plain carbon steel, aluminum, and stainless steel. The student will perform lab/shop procedures to safely prepare the area, demonstrate the ability to identify and use filler metals and shielding gases. The student will also practice: skills related to personal safety in accordance with regulating authorities, environmental practices, workplace communication, and employability skills, optional cooperative education training is also offered.

PMT 0131 GAS-TUNGSTEN ARC WELDING I (PSAV)
75 clock hours
This course introduces the student to the basic application of setting up, inspecting and making minor repairs to gas tungsten arc welding equipment and accessories, operating GTAW equipment, and making fillet welds all positions, on plain carbon steel. The student will perform lab/shop procedures to safely prepare the area, demonstrate the ability to identify and use filler metals and shielding gases. The student will practice: skills relating to personal safety in accordance with regulating authorities, environmental practices, workplace communication and employability skills. Optional cooperative education training is also offered.

PMT 0132 GAS-TUNGSTEN ARC WELDING II (PSAV)
100 clock hours
This course will provide the student with intermediate hands-on skills setting up GTAW equipment for welding carbon steel, aluminum, stainless steel, and performing procedures for making fillet and groove welds in varied positions. The student will perform lab/shop procedures to safely prepare the area and demonstrate the ability to identify and use filler metals and shielding gases. The student will practice: skills relating to personal safety in accordance with regulating authorities, environmental practices, workplace communication and employability skills. Optional cooperative education training is also offered.

PMT 0134 GAS METAL ARC WELDING I (PSAV)
75 clock hours
This course will introduce the student to the basic application of setting up, inspecting and making minor repairs to gas metal arc welding equipment and accessories, operating GMAW equipment, and making fillet welds all positions, on plain carbon steel. The student will perform lab/shop procedures to safely prepare the area, demonstrate the ability to identify and use filler metals and shielding gases. The student will practice: skills relating to personal safety in accordance with regulating authorities, environmental practices, workplace communication, employability skills. Optional cooperative education training is also offered.

PMT 0135 GAS METAL ARC WELDING II (PSAV)
50 clock hours
This course will provide the student with intermediate hands-on skills setting up gas metal arc welding equipment for welding carbon steel, aluminum, stainless steel, and performing procedures for making fillet and groove welds in varied positions. The student will perform lab/shop procedures to safely prepare the area, demonstrate the ability to identify and use filler metals and shielding gases. The student will practice: skills relating to personal safety in accordance with regulating authorities, environmental practices, workplace communication, and employability skills. Optional cooperative education training is also offered.

PMT 0141 FLUX CORED ARC WELDING (PSAV)
100 clock hours
This course covers the practical application of setting up, inspecting and making minor repairs to flux cored arc welding equipment and accessories, operating FCAW equipment, making fillet and groove welds all positions, on plain carbon steel. The student will perform lab/shop procedures to safely prepare the area, demonstrate the ability to identify and use filler metals and shielding gases. The student will practice skills relating to personal safety in accordance with regulating authorities, environmental practices, workplace communication and employability skills. Optional cooperative education training is also offered.

PMT 0161 PIPE WELDING I (PSAV)
120 clock hours
This course will provide the necessary skills for the student to demonstrate the procedures and techniques used cut, prepare, tack, and weld carbon steel pipe. The student will also perform lab and shop procedures to safely prepare the work area, set up welding equipment, strike an arc and demonstrate the ability to identify and use filler metals and shielding gases. The student will also perform quality workmanship by demonstrating the ability to find, identify, and avoid weld imperfections. The course provides the student with skills relating to personal safety in accordance with regulating authorities, environmental practices, workplace communication and employability skills. Optional cooperative education training is also offered.

PMT 0164 PIPE WELDING II (PSAV)
150 clock hours
This course will enable the student to perform hands-on skills in the repair and fabrication of ferrous and non-ferrous metal products using working drawings and blueprints. The student will perform lab and shop procedures to safely prepare the area, set up welding equipment, strike an arc, and demonstrate the ability to identify and use filler metals and shielding gases. The student will also perform quality workmanship by demonstrating the ability to find, identify, and avoid weld imperfections. This course provides the student with skills relating to personal safety in accordance with regulating authorities, environmental practices, workplace communication and employability skills. Optional cooperative education training is also offered.

PMT 0190 PROFESSIONAL DEVELOPMENT IN WELDING TECHNOLOGY (PSAV)
30 clock hours
This course will prepare the student to enter the workplace. The student will demonstrate employability skills, and identify entrepreneurial opportunities in the welding technology industry.

PMT 0390 SHEET METAL APPRENTICESHIP I (PSAV)
102 clock hours
Course provides knowledge of working safely in the shop and on the jobsite, proper use of hand tools and shop equipment, drafting, principals of layout, layout on metal, communication, emergency procedures, handling hazardous materials, sheet metal industry mathematics and first aid.

PMT 0391 SHEET METAL APPRENTICESHIP II (PSAV)
132 clock hours
Course continues with trade tools, identify, use and care. Introduction to soldering, welding, parallel line layout, radial line and triangulation layout and fabrication, covers asbestos safety and working safely and sheet metal mathematics.

PMT 0392 SHEET METAL APPRENTICESHIP III (PSAV)
114 clock hours
Course provides knowledge of bidding and job costs, pictorial drawing, freehand sketching, round tees (parallel lines), round elbows, round tapers (radial lines), roof jacks, round tapers (triangulation), squares to rounds, transitions, duct elbows, ogee offsets, Y-branches and introduction to sheet metal architectural work. Sheet metal industry math and first aid will also be covered.

PMT 0393 SHEET METAL APPRENTICESHIP IV (PSAV)
120 clock hours
Course provides knowledge of architectural sheet metal practices, roof drainage systems, flashings, waterproofing roof edges and walls, installing strip systems, metal roofs, specialized roofs, ventilators and louvers, organizing tools and equipment for a job, layout of penetrations, hangers and anchors, preparing the duct, fire and smoke dampers, duct elevations and clearances and introduction to computers.

PMT 0394 SHEET METAL APPRENTICESHIP V (PSAV)
117 clock hours
Course provides knowledge of HVAC systems, air and it's properties, ventilation, heating, cooling, airflow in ducts, fans, duct systems, duct design, outlets and other HVAC fans, duct systems, duct design, outlets and other HVAC buy-out items, the contract documents and specifications.

PMT 0395 SHEET METAL APPRENTICESHIP VI (PSAV)
117 clock hours
Course provides knowledge of filters and other cleaning equipment, indoor air quality, clean rooms, other special ventilation needs, refrigeration, servicing HVAC equipment, rigid fibrous duct, metal ceilings, lagging, industrial sheet metal, boiler breechings and plastics. Equipment, installing package units and sign work.

PMT 0396 SHEET METAL APPRENTICESHIP VII (PSAV)
117 clock hours
Course provides knowledge of architectural drawings, structural drawings, mechanical drawings, electrical drawings, sheet metal drawings, CAD in the sheet metal industry, using CAD, field measuring, hoisting and rigging, safety in field installation, installing central HVAC equipment, installing package units and sign work.

PMT 0397 SHEET METAL APPRENTICESHIP VIII (PSAV)
117 clock hours
Course provides knowledge of the years ahead, customer service, supervision, organizing work and solving problems, computer estimating, electricity, automatic controls, duct leakage testing, using instruments, testing adjusting and balancing (TAB), balancing environmental air systems and energy management.

PMT 0942 R SHEET METAL COOPERATIVE I (FIRST YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0943 R SHEET METAL COOPERATIVE II (SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0944 R SHEET METAL COOPERATIVE III (SECOND YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0945 R SHEET METAL COOPERATIVE IV (SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0946 R SHEET METAL COOPERATIVE V (THIRD YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0947 R SHEET METAL COOPERATIVE VI (SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0948 R SHEET METAL COOPERATIVE VII (FOURTH YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0949 R SHEET METAL COOPERATIVE VIII (SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0950 IRON WORKER APPRENTICESHIP I (PSAV)
93 clock hours
This course provides an introduction to job site safety and emergency procedures including first aid and CPR, communication skills, math and trade terminology, the use, care and safe handling of tools and apparatus commonly used in ironwork. The student will be able to fabricate reinforcing steel, using various math formulas.

PMT 0951 IRON WORKER APPRENTICESHIP II (PSAV)
123 clock hours
This course is a continuation of the first semester (first year) course and provides instruction in proper reinforcing techniques, as well as the safe handling of additional tools and apparatus commonly used in ironwork.

PMT 0952 IRON WORKER APPRENTICESHIP III (PSAV)
93 clock hours
This course is for students in the second year of the Ironworker's Apprenticeship program. It provides an introduction to all aspects of structural steel as well as perform rigging operations.

PMT 0953 IRON WORKER APPRENTICESHIP IV (PSAV)
123 clock hours
This course is a continuation of the first semester (second year) and provides instruction in proper structural steel techniques. Students will learn how to apply metal decking and sheeting as well as identifying different types of fiber line.

PMT 0954 IRON WORKER APPRENTICESHIP V (PSAV)
93 clock hours
This course is for students in the third year of the Ironworker's Apprenticeship program. It provides continued instruction in safety precautions and effective safe handling of tools and apparatus commonly used by the certified structural steel welder in ironwork.

PMT 0955 IRON WORKER APPRENTICESHIP VI (PSAV)
123 clock hours
This course is a continuation of the first semester (third year) and provides instruction in how to perform certified welding operations to industry standards. Students will learn how to identify the types of welds, welding machines, rods and wire, cutting and welding processes.

PMT 0956 IRON WORKER APPRENTICESHIP VII (PSAV)
93 clock hours
This course is for students in the fourth year of the Ironworker's Apprenticeship program. It provides continued instruction in safety precautions and effective safe handling of tools and apparatus commonly used by the ornamental steel worker in installing gratings, handrails, stairways, grills, windows, and sealants.

PMT 0957 IRON WORKER APPRENTICESHIP VIII (PSAV)
123 clock hours
This course is a continuation of the first semester (fourth year) and provides instruction in proper ornamental steel welder techniques, as well as the safe handling of additional tools and apparatus commonly used in ironwork. Students will learn how to identify access structures as well as read and interpret blueprints.

PMT 0960 R IRON WORKER COOPERATIVE I (FIRST YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0961 R IRON WORKER COOPERATIVE II (SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0962 R IRON WORKER COOPERATIVE III (SECOND YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0963 R IRON WORKER COOPERATIVE IV (SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0964 R IRON WORKER COOPERATIVE V (THIRD YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0965 R IRON WORKER COOPERATIVE VI (SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0966 R IRON WORKER COOPERATIVE VII (FOURTH YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0967 R IRON WORKER COOPERATIVE VIII (SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0970 PIPEFITTER APPRENTICESHIP I (PSAV)
108 clock hours
This course provides OSHA, job safety trade related mathematics and Science and different methods of joining pipe and tubing. Review plumbing and labor history. Emergency first aid and CPR, rigging and shop projects are presented.

PMT 0971 PIPEFITTER APPRENTICESHIP II (PSAV)
108 clock hours
This course continues first year. Related classroom and hands on shop projects.

PMT 0972 PIPEFITTER APPRENTICESHIP III (PSAV)
108 clock hours
This course provides related classroom and shop pipefitting, drawing interpretation and plan reading, shop cutting and welding. Basic pipe trade mathematics.

PMT 0973 PIPEFITTER APPRENTICESHIP IV (PSAV)
108 clock hours
Course continues with related drawing and plans, understanding air conditioning and heating system.

PMT 0974 PIPEFITTER APPRENTICESHIP V (PSAV)
108 clock hours
Course provides related classroom and shop pipefitting, advanced drawing interpretation and plan reading. The student will apply mechanical code to mechanical drawings. Welding certification.

PMT 0975 PIPEFITTER APPRENTICESHIP VI (PSAV)
108 clock hours
Course continues with classroom and shop pipefitting. Heavy rigging, certify using American Society of Mechanical Engineers (A.S.M.E.) boiler and pressure vessel code. Shielded metal arc welding.

PMT 0976 PIPEFITTER APPRENTICESHIP VII (PSAV)
108 clock hours
Course provides related classroom and shop welding. Advanced shielded metal arc welding and gas tungsten arc welding.

PMT 0977 PIPEFITTER APPRENTICESHIP VIII (PSAV)
108 clock hours
Course continues to provide advanced shielded metal arc welding (S.M.A.W.) and gas tungsten arc welding (G.T.A.W.).

PMT 0978 PIPEFITTER APPRENTICESHIP IX (PSAV)
108 clock hours
Course provides shop welding using shielded metal arc welding and gas tungsten arc welding, leading to Section IX A.S.M.E. certification with different material and positions.

PMT 0979 PIPEFITTER APPRENTICESHIP X (PSAV)
108 clock hours
Continues A.S.M.E. qualification standards. This course provides job foreman and leadership training.

PMT 0986 R PIPEFITTER WORKER COOPERATIVE I (FIRST YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0987 R PIPEFITTER COOPERATIVE II (SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0988 R PIPEFITTER WORKER COOPERATIVE III (SECOND YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0989 R PIPEFITTER COOPERATIVE IV (SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0990 R PIPEFITTER WORKER COOPERATIVE V (THIRD YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0991 R PIPEFITTER COOPERATIVE VI (SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0992 R PIPEFITTER WORKER COOPERATIVE VII (FOURTH YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0993 R PIPEFITTER COOPERATIVE VIII (SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0994 R PIPEFITTER WORKER COOPERATIVE IX (FIFTH YEAR) (PSAV)
273 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

PMT 0995 R PIPEFITTER COOPERATIVE X (SUMMER) (PSAV)
300 clock hours
This course is designed to provide students with realistic on-the-job training experience to acquire and apply knowledge, skills and attitudes in an occupational field. On-the-job supervision is provided by the respective cooperative teacher and employer. This on-the-job portion of the program may be repeated for credit. Specific job- skills must be identified on a job-skills plan. Selected job-skills will be evaluated a minimum of once during each grading period.

POS 1001 INTRODUCTION TO POLITICAL SCIENCE (AA)
3 credits (3 lecture hours)
Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart.) before enrolling in this General Education course.
Introduction to the discipline and practice of political science, including politics, law, public administration, political theory and international relations. It will highlight the United States Constitution and its governmental institutions and political practices. It will compare and contrast the U.S. with other nations and their constitutions, governmental institutions and political systems. It will also include application exercises to help students develop the skills necessary to become effective globalcitizens. Gordon Rule written work: 2,000 words and computer application required. A grade of C or higher is required for this course to be used as a General Education course.

POS 1041 INTRODUCTION TO AMERICAN GOVERNMENT (AA)
3 credits (3 lecture hours)
Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart.) before enrolling in this General Education course.
Introduction to the institutions of government, highlighting the American political system at the federal level and including discussion of the U.S. Constitution and Bill of Rights, the branches of government, national and foreign policy-making and the role of bureaucracy; ideologies, interest groups, political parties, elections and mass media in the political process. Course will include application exercises to help students develop the skills to become effective global citizens. Gordon Rule written work: 2,000 words and computer application required. A grade of C or higher is required for this course to be used as a General Education course. Distance-learning sections may be available.

POS 1041 HONORS INTRODUCTION TO AMERICAN GOVERNMENT (AA)
3 credits (3 lecture hours)
Prerequisite: Cumulative GPA 3.5
Honors components included in this course version.

POS 2112 AMERICAN STATE AND LOCAL GOVERNMENT (AA)
3 credits (3 lecture hours)
Prerequisite: POS 1001, POS 1041 or permission
of instructor. Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart.) before enrolling in this General Education course.
Introduces the organization and behavior of major political actors, institutions, policies and localities in the 50 states, with a particular emphasis on the state of Florida. Includes a study of the U.S. And state constitutions and the history and development of American federalism. Topics include political participation, political parties, interest groups, legislatures, courts, governors and administration and an analysis of various policies, including taxation, education, welfare, criminal justice, transportation and growth management. Gordon Rule written work: 2,000 words and computer application required. A grade of C or higher is required for this course to be used as a General Education course.

PRN 0000 FUNDAMENTALS OF NURSING (PSAV)
100 clock hours
This course is designed to prepare the student in the procedure of seeking and securing a job, introduces broad concepts of health in personal, family and community areas, basic information, and diseases and extends the students role in giving patient care. Liability insurance required.

PRN 0010 COMPREHENSIVE NURSING AND TRANSITIONAL SKILLS (PSAV)
106 clock hours
This course has been designed to present a climate in which the practical nursing student will have opportunities to learn the characteristics of membership and how to function effectively as a team member, seek and secure a job. The course also emphasizes the legal and ethical responsibilities of self, the profession, and employer. Liability insurance required.

PRN 0021 GROWTH/DEVELOPMENT AND NUTRITION (PSAV)
96 clock hours
The purpose of this course is to provide an integrated concept of growth and nutrition through the developmental processes in humans from birth until death. Liability insurance required.

PRN 0022 BODY STRUCTURE AND FUNCTION (PSAV)
69 clock hours
This course offers an introduction to the study of the human body. Emphasis will be on the structure and function of body organs and systems including cellular biology and related terminology. Liability insurance required.

PRN 0030 INTRODUCTION TO DRUG THERAPY (PSAV)
85 clock hours
This course is designed to give basic understanding of the effects of drugs on individuals, their sources, the importance of knowledge of drugs and being accurate in the technique of administering them. There will be a beginning understanding of types of drugs and their use. Emphasis is placed on legal implications and the role of the practical nurse. Liability insurance required.

PRN 0100 MATERNAL AND NEWBORN HEALTH (PSAV)
116 clock hours
The purpose of this course is to assist the student to understand the normal function of the body during pregnancy, delivery and post-partum periods. Another purpose is to help the student meet the daily essential needs of the newborn. Liability insurance required.

PRN 0150 MEDICAL SURGICAL NURSING BRIDGE (PSAV)
278 clock hours
This course provides instruction in the competencies needed for a transfer student to complete the course PRN 0382 medical surgical nursing including pediatrics. These competencies include correlation and integration of theory and clinical experiences.

PRN 0381 INTRODUCTION TO MEDICAL/SURGICAL NURSING (PSAV)
182 clock hours
The purpose of this course is to introduce further information about illnesses, (vocabulary, causes and control, or prevention and signs/symptoms) which will be used and reused when learning about patients with diseases and disorders. It will serve to further extend the student's understanding of his/her roles in giving patient care in a variety of situations with patients of all ages. Liability insurance required.

PRN 0382 MEDICAL SURGICAL NURSING INCLUDING PEDIATRICS (PSAV)
443 clock hours
This segment presents instruction correlating and integrating theoretical and clinical experiences with a variety of medical and surgical patients of all ages experiencing common physical and emotional conditions of illness. Theoretical content is subdivided into organized horizontal and vertical instructional blocks in order to aid the student's progress in a sequential manner. Primary emphasis is placed upon problem solving methods dictated by the individual's nursing needs and the patient's state of dependency. Pediatric, geriatric and pharmacology clinical experiences are integrated throughout this course. Liability insurance required.

PSC 1101 EARTH SCIENCE (AA)
3 credits (3 lecture hours)
Introduction to astronomy, meteorology, geology and oceanography includes physical structure, weather and human impact. Mathematics beyond arithmetic or scientific background is not required. A grade of C or higher is required for this course to be used as a General Education course.

PSC 1341 PHYSICAL SCIENCE FOR TODAY'S WORLD (AA)
3 credits (3 lecture hours)
Designed for the non-science major. No mathematics is required beyond ratios, proportions and arithmetic. Emphasis on concepts from study of motion, energy, electricity and magnetism, waves and light, atomic and nuclear and chemistry; and use these concepts to develop an understanding of everyday science. A grade of C or higher is required for this course to be used as a General Education course.

PSY 2012 GENERAL PSYCHOLOGY (AA)
3 credits (3 lecture hours)
Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart.) before enrolling in this General Education course.
The course explores various aspects of human behavior and adjustment and provides a representative survey of psychology. Major emphases include philosophical forces that shape psychological study, the structure and function of personality, individual and groups differences, the nature of intelligence, the motivational aspect of behavior and emotions, the learning process and the physiological foundations of behavior. Gordon Rule minimum 2,000 words written work and demonstration of computer application are required. A grade of C or higher is required for this course to be used as a General Education course.

PUR 2100 WRITING FOR PUBLIC RELATIONS (AA)
3 credits (3 lecture hours)
Corequisite: ENC 1101 or ENC 1121
This course teaches the students the basic writing skills in public relations communications, targeting a variety of public topics including writing press releases, writing radio and television promotional scripts, designing and writing brochures and newsletters. Lake Worth only.

REA 0001 COLLEGE PREP READING I
3 institutional credits (3 lecture hours)
Corequisite: SLS 1501
This course prepares students for REA 0010. It covers reading aids, basic vocabulary and literal comprehension skills as needed. Graded A, B, C, or N (Not Passing). Special fee required.

REA 0010 COLLEGE PREP READING II
3 institutional credits (3 lecture hours)
Prerequisite: College Placement Score (CPT) of 61 or above or successful completion of REA 0001; Corequisite: SLS 1501
This course prepares students for college credit level courses. It covers critical and analytical reading skills and college level vocabulary usage. Graded A, B, C, or N (Not Passing). Special fee required.

REA 1125 CLAST READING (AA)
1 credit (1 lecture hour)
Prerequisite: score below state-mandated passing level on the reading subtest of CLAST
This course is for students who need an intensive review in college level reading skills in preparation for the CLAST reading subtest. Although literal reading skills are taught, the critical and analytical reading skills included in the CLAST reading objectives are stressed. Graded A, B, C, or N (Not Passing).

REA 1205 ACCELERATED READING (AA)
3 credits (3 lecture hours)
Prerequisite: If College Prep Reading is required, it must be completed satisfactorily before REA 1205 is attempted.
This advanced reading course emphasizes increased reading speed and comprehension. It involves independent study with self-paced activities, lab practice and instructor conferences.

REE 0047 FLORIDA REAL ESTATE SALES AGENT (PSAV)
63 clock hours
This course is designed to prepare students for employment as a real estate sales agent or to provide supplemental training for those persons previously or currently employed in this occupation. The student is also prepared for the Florida State Real Estate Salesperson's license examination.

REL 1210 THE OLD TESTAMENT (AA)
3 credits (3 lecture hours)
Introduction to the Bible includes history, literature, geography and religion of Israel through exile and restoration.

REL 1240 THE NEW TESTAMENT (AA)
3 credits (3 lecture hours)
Introduction to the New Testament including language, literature and geography. Discussion on ancient manuscripts, history of modern translations, period between testaments, harmony of gospels and history of early church in Acts and Epistles.

REL 2300 INTRODUCTION TO THE MAJOR RELIGIONS OF THE WORLD (AA)
3 credits (3 lecture hours)
Introduction to major religions of the world including Primitivism, Hinduism, Judaism, Shintoism, Zoroastrianism, Taoism, Jainism, Buddhism, Confucianism, Christianity, Islam and Sikhism.

RET 1272 FUNDAMENTALS OF RESPIRATORY CARE I (AS)
9 credits (9 lecture hours)
Prerequisites: HSC 1000/1000L, BSC 1085/1085L; Corequisites: RET 1272L, RET 1874L
Introduction to basic science, theories, and technologies in respiratory care with emphasis on knowledge required to perform respiratory care, medical terminology, pharmacology, medical gas therapy, patient assessment, therapies and diagnostics. Palm Beach Gardens only. Special fee required. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RET 1272L FUNDAMENTALS OF RESPIRATORY CARE I LABORATORY (AS)
3 credits (6 lab hours)
Prerequisites: HSC 1000/1000L, BSC 1085/1085L; Corequisites: RET 1272; RET 1874L
Emphasis is on competence and proficiency skills in applying therapeutic and diagnostic respiratory care. Laboratory experience in medical gas and aerosol delivery and cardiopulmonary resuscitation. Palm Beach Gardens only. Special fee required. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RET 1273 FUNDAMENTALS OF RESPIRATORY CARE II (AS)
6 credits (6 lecture hours)
Prerequisites: RET 1272/1272L, RET 1874L; Corequisites: RET 1273L, RET 1875L
Continues basic science, theories and technologies in respiratory care including blood gas analysis, airway management, mechanical ventilation, neonatal/pediatrics and cardiopulmonary diseases. Palm Beach Gardens only. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RET 1273L FUNDAMENTALS OF RESPIRATORY CARE II LABORATORY (AS)
2 credits (4 lab hours)
Prerequisites: RET 1272/1272L, RET 1874L; Corequisites: RET 1273, RET 1875L
Course emphasis is on competence and proficiency skills applying therapeutic and diagnostic respiratory care. Laboratory experience in airway management, blood gas analysis, intensive care mechanical ventilation. Palm Beach Gardens only. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RET 1874L CLINICAL INTERNSHIP I (AS)
1 credit (8 clinical hours)
Prerequisites: HSC 1000/1000L, BSC 1085/1085L; Corequisites: RET 1272, RET 1272L
Clinical practice of respiratory care in an eight- hour week/hospital-based internship. Pulmonary function diagnostics, therapeutics, disinfection and sterilization techniques, equipment recognition and maintenance are included. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RET 1875L CLINICAL INTERNSHIP II (AS)
3 credits (24 clinical hours)
Prerequisites: RET 1272/1272L, RET 1874L; Corequisites: RET 1273/1273L
Direct patient contact is emphasized within this 24-hour/week, hospital-based course. Included is medical gas and aerosol delivery, patient assessment and reporting, positive pressure breathing techniques and blood gas sampling and analysis. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RET 1876C CLINICAL INTERNSHIP III (AS)
4 credits (3 lecture hours, 12 clinical hours)
Prerequisites: RET 1273/1273L, RET 1875L
Emphasizes application of respiratory care theory and technology in intensive care including patient contact during a 32-hour/week, hospital-based internship. Intensive care therapeutics and diagnostics include mechanical ventilation techniques, cardiopulmonary resuscitation, neonatal/pediatric respiratory care and patient-care planning. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RET 2280C FUNDAMENTALS OF RESPIRATORY CARE THERAPY III (AS)
7 credits (6 lecture hours, 2 lab hours)
Prerequisites: RET 1273/1273L, RET 1876C; Corequisite: RET 2877L
Respiratory care clinical lectures on advanced cardiopulmonary monitoring/diagnostic techniques. Exercise testing and neonatal/pediatrics are included emphasizing clinical decision-making. Palm Beach Gardens only. Special fee required. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RET 2534C FUNDAMENTALS OF RESPIRATORY CARE THERAPY IV (AS)
7 credits (6 lecture hours, 2 lab hours)
Prerequisites: RET 2280C, RET 2877L; Corequisite: RET 2878L
Combined lecture and laboratory provides instructions specific to many sites where respiratory care is practiced including hospital, physician's office and home/care/rehabilitation. Advanced cardiopulmonary pathophysiology is presented focusing on the respiratory care practitioner as a member of the interdisciplinary team. Advanced pulmonary function testing emphasizing preparation for registry examinations. Special fee required. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RET 2877L CLINICAL INTERNSHIP IV (AS)
2 credits (16 clinical hours)
Prerequisites: RET 1876C; Corequisite: RET 2280C
Hospital-based internship provides experience and training for departmental management and advanced clinical training in critical care monitoring, exercise testing, neonatal/pediatrics and research methods focusing on decision-making in patient- case management. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RET 2878L CLINICAL INTERNSHIP V (AS)
2 credits (16 clinical hours)
Prerequisites: RET 2877L; Corequisite: RET 2534C
Provides departmental management experience in hospitals, patient's home and in convalescent care. Practical training in geriatrics and cardiopulmonary rehabilitation is included. Reviews prepare students for national registry exam. Uniform and equipment required. Membership in American Association for Respiratory Care and Florida Society for Respiratory Care required.

RMI 0091 PROPERTY AND CASUALTY/GENERAL LINES (PSAV)
200 clock hours
This course is designed to prepare students to take the State of Florida licensing examination for General Lines, in preparation for the position of General Lines Agent. This course is for all participants who deal with the ultimate consumer and must obtain a Florida insurance license.

RMI 0092 LIFE, HEALTH AND VARIABLE ANNUITIES (PSAV)
40 clock hours
The course is designed to prepare students to take the State of Florida licensing examination for General Lines, in preparation for the position of life agent including health and variable annuities. This course is for all participants who deal with the ultimate consumer and must obtain a Florida insurance license.

RTE 1000 INTRODUCTION TO RADIOGRAPHY (AS)
3 credits (3 lecture hours)
Prerequisite: HSC 1000
An introduction to radiography to include an introduction to the program, profession, didactic and clinical environments, radiation protection, x-ray production, interactions, principles of radiographic imaging, imaging equipment and radiographic technique. Palm Beach Gardens only.

RTE 1401 RADIOGRAPHIC IMAGING I (AS)
2 credits (2 lecture hours)
Prerequisite or corequisite: RTE 1000
An analysis of techniques systems, radiographic technique, the Inverse Square Law, the fundamentals of physics, atomic structure, the electromagnetic spectrum, x-ray production, x-ray emission, x-ray interactions and quality control. Palm Beach Gardens only.

RTE 1401L RADIOGRAPHIC IMAGING I LABORATORY (AS)
1 credit (2 lab hours)
Laboratory exercises to accompany RTE 1401 demonstrate the clinical application of technique systems, radiographic techniques, the Inverse Square Law, x-ray production, x-ray emission, x-ray interactions and quality control. Palm Beach Gardens only.

RTE 1457 RADIOGRAPHIC IMAGING II (AS)
2 credits (2 lecture hours)
Prerequisite: RTE 1401
An analysis of image formations, film, intensifying screens, cassettes, beam restrictors, grids, film processing, processors, darkroom chemistry, image quality, quality control, the theory, and practice of safe exposure, values. Palm Beach Gardens only.

RTE 1457L RADIOGRAPHIC IMAGING II LABORATORY (AS)
1 credit (2 lab hours)
Corequisite: RTE 1457
Laboratory exercises to accompany RTE 1457 demonstrate the clinical applications of film, intensifying screens, cassettes, beam restrictors, grids, film processing, processors, darkroom chemistry, image quality and quality control. Palm Beach Gardens only.

RTE 1503 RADIOGRAPHIC PROCEDURES I (AS)
3 credits (3 lecture hours)
This course is designed to provide the Radiography student with instruction in radiographic examinations of the chest, abdomen, upper extremities and shoulders. An introduction to medical terminology, radiographic terminology and the fundamentals of patient care is made. Palm Beach Gardens only.

RTE 1503L RADIOGRAPHIC PROCEDURES I LAB (AS)
1 credit (2 lab hours)
Prerequisite: RTE 1503
Laboratory to accompany RTE 1503 provides the Radiography student with an opportunity to simulate radiographic examinations of the chest, abdomen, upper extremities and shoulders. Emphasis is placed on the fundamentals of patient care. Palm Beach Gardens only.

RTE 1513 RADIOGRAPHIC PROCEDURES II (AS)
2 credits (2 lecture hours)
Prerequisite: RTE 1503; Corequisite: RTE 1814
This course is designed to provide the radiography student with instruction in radiographic examinations of the lower extremities, gastrointestinal and biliary systems. Special emphasis on anatomy, positioning technique, pathology and critique of films. Includes discussion of patient care and medical terminology related to topics and the composition, use and effects of contrast media on the human body. Palm Beach Gardens only.

RTE 1513L RADIOGRAPHIC PROCEDURES II LAB (AS)
1 credit (2 lab hours)
Laboratory to accompany RTE 1513 provides the radiography student with an opportunity to simulate radiographic examinations of the lower extremities, gastrointestinal systems and biliary system. Special emphasis of radiographic anatomy, surface landmarks, positioning, technique, pathology and critique of films will be made. Palm Beach Gardens only.

RTE 1523 RADIOGRAPHIC PROCEDURES III (AS)
3 credits (3 lecture hours)
Prerequisite: RTE 1513; Corequisite: RTE 1824
Continuation of study in radiologic anatomy, positioning, pathology, and film critique with emphasis on chassis radiography of the genitourinary system; tomography, vertebral column and bony thorax. Other topics to be covered include long bone measure, bone age and pelvimetry. This course includes discussion of patient care and medical terminology related to course topics, as well as the use and effects of contrast media on the human body. Palm Beach Gardens only.

RTE 1523L RADIOGRAPHIC PROCEDURES III LAB (AS)
1 credit (2 lab hours)
Corequisite: RTE 1523
Laboratory to accompany RTE 1523 provides the student with an opportunity to simulate radiographic examination of the genitourinary system, vertebral column and bony thorax. Special emphasis of anatomy, landmarks, positioning, technique and film critique will be made. Palm Beach Gardens only.

RTE 1804 RADIOGRAPHY CLINICAL EDUCATION I (AS)
3 credits (24 clinical hours)
Prerequisite: HSC 1000; Corequisite: RTE 1503
Practical application of the theories covered in RTE 1503 and RTE 1000. Selected rotations provide experience in film filing, film processing and transportation of patients. Students observe, assist and perform basic radiographic procedures (chest and abdomen and extremities) under direct supervision. This course meets at the affiliate hospitals 24 hours per week. Uniforms, name badges and radiographic markers required.

RTE 1814 RADIOGRAPHIC CLINICAL EDUCATION II (AS)
2 credits (18 clinical hours)
Prerequisite: RTE 1804; Corequisite: RTE 1513
This course is a continuation of RTE 1804 with students performing radiographic examination under direct supervision in Clinical Education Centers. Emphasis is placed upper and lower extremities, gastrointestinal tract and biliary system procedures and film critique. Meets 288 hours.

RTE 1824 RADIOGRAPHY CLINICAL EDUCATION III (AS)
3 credits (24 clinical hours)
Prerequisite: RTE 1814; Corequisite: RTE 1523
This course is a continuation of RTE 1814 with students performing radiographic examination under direct supervision in clinical education centers. Emphasis is placed on the spine, genitourinary system, thorax and film critique. Students will begin to perform procedures with indirect supervision. Meets 24 hours per week. Uniforms, name badges and radiographic markers required.

RTE 2130 PHARMACOLOGY FOR MEDICAL IMAGING (AS)
3 credits (3 lecture hours)
Prerequisites: RTE 2563 or registered technologists
This course provides instruction in pharmacology and drug administration for the medical imaging professional. The principles of patient care, assessment, education, charting and emergency response are discussed. Finally, a workshop for career preparation, licensure and job search is conducted. Palm Beach Gardens only.

RTE 2385 RADIOBIOLOGY (AS)
3 credits (3 lecture hours)
Prerequisite: RTE 1457
Analysis of the production of x-rays, ionizing radiation, x-ray interactions with matter, biologic effects, radiobiology, early and late effects of radiation, radiation monitoring and protection for both the patient and the radiographer. Palm Beach Gardens only.

RTE 2473L RADIOGRAPHY SEMINAR (AS)
2 credits (4 lab hours)
Prerequisite: RTE 2308
Preparation of new graduates for entry into the field, and the transition to the role of professional care-giver. An in depth analysis of professional competencies required for entry into the workplace including: radiographic procedures, patient care, image production and evaluation, equipment operation and maintenance, radiation protection, and evaluation processes.

RTE 2533 RADIOGRAPHIC PROCEDURES IV (AS)
3 credits (3 lecture hours)
Prerequisite: RTE 1523; Corequisite: RTE 2834
This course provides continued study in radiologic anatomy, positioning, pathology and film critique with emphasis on the skull and special procedures. Topics include sinuses, mastoids, facial bones and orbits. This course also provides instruction in mammography, operative procedures, myelography and other special procedures. This course includes discussion of patient care, contrast media and medical terminology related to course topics. Palm Beach Gardens only.

RTE 2533L RADIOGRAPHIC PROCEDURES IV LAB (AS)
1 credit (2 lab hours)
Corequisite: RTE 2533
Laboratory to accompany RTE 2533 provides the student with the opportunity to simulate exams of the skull, facial bones and selected special procedures. Topics include sinuses, mastoids, facial bones, orbits, mammography, operative procedures, myelography, and other special procedures.

RTE 2563 ADVANCED MEDICAL IMAGING (AS)
3 credits (3 lecture hours)
Prerequisite: RTE 2553; Corequisite: RTE 2844
This course prepares the radiographer to conduct diagnostic vascular procedures and patient care in angiography, peripheral venography, vascular, and non-vascular interventions. An introduction to cross-sectional anatomy, CT, MRI, sonography, nuclear medicine and radiation therapy is provided. Students will research and present a topic in a selected advanced radiologic modalities. Palm Beach Gardens only.

RTE 2571 COMPUTED TOMOGRAPHY I (ATC)
3 credits (3 lecture hours)
This course will introduce the learner to the principles of computerized tomography including: operational principles, methods of data collection, imaging and display techniques, quality assurance, scanning procedures and examination protocols.

RTE 2571L COMPUTED TOMOGRAPHY CLINICAL EDUCATION (ATC)
3 credits (18 lab hours)
Prerequisite: RTE 2572
This course is designed to provide the student with practical, firsthand experience in scanning procedures and techniques at a supervised clinical site; theories learned in RTE 2571 and RTE 2572 will be applied. Students will observe, assist, and perform Computed Tomography under the supervision and guidance of a qualified CT Technologist.

RTE 2572 COMPUTED TOMOGRAPHY II (ATC)
3 credits (3 lecture hours)
Prerequisite: RTE 2571
This course is a continuation of Tomography I and will include technical factors and clinical applications. Information will be presented regarding scanning techniques related to the central nervous system, musculoskeletal regions, neck, chest, abdomen, and pelvis. Anatomy, positioning criteria, and protocol options will be discussed.

RTE 2575 INTRODUCTION TO MAGNETIC RESONANCE IMAGING (ATC)
3 credits (3 lecture hours)
Prerequisite: Must be ARRT(R) or registry eligible; Prerequisite or corequisite: RTE 2762
This course is designed to provide the student with an introduction to the field of magnetic resonance imaging. This MRI introduction will include an overview of the history and development, fundamental principles, equipment, terminology, patient screening and safety, contraindications, and image formation, acquisition, and production.

RTE 2576 MAGNETIC RESONANCE IMAGING II (ATC)
3 credits (3 lecture hours)
This course is a continuation of Introduction to Magnetic Resonance Imaging and will include technical factors and clinical applications. Topics discussed will include coil availability and selection, consideration of scan sequences, specific choices in protocols (i.e., slice thickness, phase direction, flow compensation, etc.), pulse sequencing, imaging parameters, and quality assurance.

RTE 2576L MAGNETIC RESONANCE IMAGING CLINICAL EDUCATION (ATC)
3 credits (18 clinical hours)
Prerequisite: RTE 2576
This course is designed to provide the student with practical, firsthand experience in scanning procedures and techniques at a supervised clinical site; theories learned in RTE 2575 and RTE 2576 will be applied. Students will observe, assist, and perform Magnetic Resonance Imaging under the supervision and guidance of a qualified MRI Technologist.

RTE 2582 INTRODUCTION TO CARDIOVASCULAR INTERVENTION TECHNOLOGY (ATC)
3 credits (3 lecture hours)
Prerequisite: Must be ARRT(R) or registry eligible
This course is designed to provide the student with an introduction to the field of cardiovascular intervention technology. This will include an overview of the history and development of CVIT and the imaging equipment, patient care, patient assessment, and monitoring.

RTE 2583 CARDIOVASCULAR INTERVENTIONAL TECHNOLOGY II (ATC)
3 credits (3 lecture hours)
Prerequisite: RTE 2582
This course is a continuation of Introduction to Cardiovascular Interventional Technology and will include technical factors and clinical applications. Information will be presented regarding techniques related to invasive and interventional procedures. Anatomical structure as related to angiography, interventional radiology angiography, and nonvascular interventional will be discussed.

RTE 2583L CARDIOVASCULAR INTERVENTION TECHNOLOGY CLINICAL EDUCATION (AS)
3 credits (18 clinical hours)
Prerequisite: RTE 2583
This course is designed to provide the student with practical, firsthand experience in procedures and techniques at a supervised clinical site; theories learned in RTE 2582 and RTE 2583 will be applied. Students will observe, assist, and perform cardiovascular intervention procedures under the supervision and guidance of a qualified CVIT Technologist.

RTE 2613 RADIOLOGIC PHYSICS (AS)
3 credits (3 lecture hours)
Prerequisite: RTE 1457
In-depth analysis of electricity, magnetism, electromagnetism, electric generators, motors, transformers and rectifiers, construction and function of x-ray tubes, the use of tube rating charts, x-ray system components and schematics, fluoroscopic systems, video systems and an introduction to the concepts of digital imaging. Palm Beach Gardens only.

RTE 2762 CROSS SECTIONAL ANATOMY (AS)
3 credits (3 lecture hours)
This course is designed to introduce cross- sectional anatomy to technologists in the medical imaging field. Normal anatomic structures of the head, neck, thorax, abdomen, pelvis, spine and extremities will be presented in multi-planar sections.

RTE 2785 ADVANCED PATHOPHYSIOLOGY FOR MEDICAL IMAGING (ATC)
3 credits (3 lecture hours)
This course will provide the Radiographer with an in-depth understanding of disease processes correlated with plain-film radiographic, computed tomographic, magnetic resonance imaging, or mammography images.

RTE 2834 RADIOGRAPHIC CLINICAL EDUCATION IV (AS)
3 credits (24 clinical hours)
Prerequisite: RTE 1824; Corequisite: RTE 2533
A continuation of RTE 1824 with students performing procedures taught in previous clinical courses. Emphasis is placed on the radiography of the skull and special procedures. Meets 24 hours per week. Includes film critique. Uniforms, name badges and radiographic markers required.

RTE 2844 RADIOGRAPHIC CLINICAL EDUCATION V (AS)
2 credits (18 clinical hours)
Prerequisite: RTE 2834
This is a continuation of RTE 2834 with students perfecting positioning skills and learning to function under indirect supervision. Clinical rotations through Special procedures, mammography, radiation oncology, CT, MRI, nuclear medicine and ultrasound. Includes film critique. Meets 288 hours.

RTE 2854 RADIOGRAPHIC CLINICAL EDUCATION VI (AS)
3 credits (24 clinical hours)
Prerequisite: RTE 2844; Corequisite: RTE 2023
This is a clinical of RTE 2844 with students practicing positioning skills with indirect supervision. Emphasis is placed on completing clinical competencies. Rotations through radiation oncology, CT, MRI, nuclear medicine, ultrasound and special procedures are included. Includes film critique. Meets 24 hours per week. Uniforms, name badges, and radiographic markers required.

RTV 2000 FUNDAMENTALS OF TELEVISION PRODUCTION (AA)
3 credits (3 lecture hours)
Principles of television studio practice and programming includes instruction and demonstrations in basic skills and performance. Palm Beach Gardens only.

RTV 2300 INTRODUCTION TO BROADCAST JOURNALISM (AA)
3 credits (3 lecture hours)
Prerequisite: Permission of the film department chair
Basic broadcast journalism and role of teamwork in step-by-step production of news programs. The emphasis is on reporter/writer's role in the newsroom, elements of broadcast newswriting and production and similarities and differences in news for television and news for newspapers. Palm Beach Gardens only.

SLS 0380 INTRODUCTION TO BUSINESS (PSAV)
40 clock hours
Subjects include entrepreneurship, scope and risks of business ownership, internal activities of a business, information required by a business, economic restraints, job info, job search, work habits, interviews, health habits. Lake Worth only.

SLS 1211 OPTIMAL SELF-DEVELOPMENT (AA)
3 credits (3 lecture hours)
Introduces theories and methods of optimal self- development including self-directed activities for initiating self-change.

SLS 1300 CAREER SELF-ASSESSMENT (AA)
1 credit (1 lecture hour)
This course facilitates learning more about career interests, values, skills, personality and academic strengths in a lecture classroom and/or independent study. The goal is to identify occupations for further exploration.

SLS 1301 CAREER DEVELOPMENT (AA)
3 credits (3 lecture hours)
This course facilitates career decision-making and employability skills. Activities include assessment of interests, values, skills, personality and academic strengths and how these personal qualities relate to occupations and college majors; occupational research and information gathering; and job-search strategies, resume writing and interviewing skills.

SLS 1302 CAREER INFORMATION AND DECISION-MAKING (AA)
1 credit (1 lecture hour)
This course facilitates research into selected occupations and college majors and development of a career and educational plan in a lecture classroom and /or independent study format. Students use the Career Center and community resources for research purposes and learn effective decision-making techniques.

SLS 1303 JOB SEARCH (AA)
1 credit (1 lecture hour)
This course explores the development of a comprehensive job search campaign and covers such topics as resume and cover letter writing, networking, professional etiquette and telephone skills, interviewing, dressing for success and the use of technology in the job search.

SLS 1501 STRATEGIES FOR COLLEGE SUCCESS (AA)
3 credits (3 lecture hours)
This course assists students in developing and improving note-taking, test-taking and study skills. Time management and test-taking techniques are discussed. College resources, listening skills and effective communication are emphasized. Students assess and examine their individual learning styles and adjust their study habits.

SLS 1505 CRITICAL THINKING (AA)
1 credit (1 lecture hour)
This course demonstrates how to apply critical thinking skills to everyday problems and issues in school, career and personal life.

SLS 1533 OVERCOMING MATH ANXIETY (AA)
1 credit (1 lecture hour)
This course helps students overcome math anxiety and become successful in mathematics courses. It focuses on self-diagnosis, improved study habits, test-taking skills and the reduction of test anxiety.

SLS 2261 LEADERSHIP DEVELOPMENT (AA)
3 credits (3 lecture hours)
Prerequisites: ENC 1101 or ENC 1121, SPC 1016 (With permission of the instructor, any and/or all prerequisites may be waived.)
Focuses on development of leadership, a personal philosophy of leadership, leadership potential and integrating theory with application in a group setting.

SOP 2740 FEMINIST PSYCHOLOGY (AA)
3 credits (3 lecture hours)
Focusing upon the historical and currently changing roles of women, this course will emphasize psychosocial processes, sex-role stereotyping, institutional sexism and discriminatory practices, the Women's Rights Movement and men's liberation. The impact on behavior of psychological constraints is examined within an experiential framework. Students are encouraged to explore their attitudes, interests, and aspirations to stimulate self-awareness and facilitate personal growth.

SOS 1102 SOILS AND FERTILIZERS (AS)
3 credits (3 lecture hours)
Study of soil characteristics, classifications, testing and plant nutrition. Management of soils for specific horticultural purposes by understanding soil reaction and uses of fertilizers is presented.

SOW 1031 INTRODUCTION TO SOCIAL WORK (AA)
3 credits (3 lecture hours)
Surveys philosophy, history and services of social welfare and values, methods and practice settings of social work. Social worker processes are examined with awareness that basic practice processes are applicable in the variety of contexts that involve social workers.

SPC 1016 FUNDAMENTALS OF SPEECH COMMUNICATION (AA)
3 credits (3 lecture hours)
Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart.) before enrolling in this General Education course.
This course will train the student in the basic principles of effective communication, including topics such as intrapersonal communication, interpersonal communication, listening, verbal communication, nonverbal communication, small group dynamics and public speaking. The emphasis is on individual development and improvement in a variety of communication experiences. Gordon Rule writing requirement minimum: 2,000 words. A grade of C or higher is required for this course to be used as a General Education course.

SPC 1016 HONORS FUNDAMENTALS OF SPEECH COMMUNICATION (AA)
3 credits (3 lecture hours)
Prerequisite: Cumulative GPA 3.5
Honors components included in this course version.

SPC 1300 INTRODUCTION TO INTERPERSONAL COMMUNICATION (AA)
3 credits (3 lecture hours)
This course introduces students to the communication skills needed in face-to-face relationships in everyday interaction. Topics included are communication competence, perception, self-awareness, conflict, the impacts of culture and listening. Emphasis is on awareness of communication skills and problems in relationships. Many experiential activities are included.

SPC 1601 PUBLIC SPEAKING (AA)
3 credits (3 lecture hours)
Prerequisite: SPC 1016 or permission of department chair
This course is an intensive study of public speaking. The principles of speech preparation, organization and delivery are reviewed. Student will practice specialized types of speech communication experiences common to those called on to give speeches in public.

SPC 2052 VOICE AND DICTION (AA)
3 credits (3 lecture hours)
Introduces vocal mechanism and function. Vocal quality, expressiveness, articulation and pronunciation will be emphasized. Students will practice using the International Phonetic Alphabet.

SPC 2511 AUGMENTATION AND DEBATE (AA)
3 credits (3 lecture hours)
Prerequisite: SPC 1016
This course will cover the principles of argumentation including analysis of propositions, use and evaluation of evidence and modes of reasoning with specific application in an educational-debate format.

SPN 1120 ELEMENTARY SPANISH I (AA)
4 credits (4 lecture hours)
Focusing on conversational patterns, this course emphasizes modern Spanish as a spoken, written and read language. Grammatical discussions are kept minimal as a communicative approach dominates. In class discussions, cultural and literary readings, and optional e-mail bring alive the Spanish culture. Optional Internet component and honors credit available.

SPN 1121 ELEMENTARY SPANISH II (AA)
4 credits (4 lecture hours)
Prerequisite: SPN 1120 or equivalent
A continuation of SPN 1120 providing opportunities to develop the basic language skills: listening, speaking, reading and writing of Spanish with an emphasis on the spoken language. It drills pronunciation, vocabulary building and elementary grammar and composition. Cultural aspects of Hispanic populations will be discussed. Optional Internet component and Honors credit available.

SPN 1170 SPANISH IMMERSION STUDY PROGRAM (AA)
6 credits (6 lecture hours)
Prerequisite: SPN 1120 and instructor's consent prior to registration
This study travel course introduces the student to the Spanish language and culture of Spain. It provides opportunities to attain meaningful, relevant, hands on learning experiences while living in Salamanca, Spain. All classes conducted entirely in Spanish to increase oral proficiency.

SPN 2200 INTERMEDIATE SPANISH I (AA)
3 credits (3 lecture hours)
Prerequisite: SPN 1121 or equivalent
Taught in Spanish, an in-depth analysis of grammar and composition with attention to pronunciation. Vocabulary building is emphasized along with written exercises and conversation. Appreciation of the life and culture of native speakers will be attained through lectures, reading and discussions about Hispanic nations. Optional Internet component and Honors credit available. Lake Worth and Palm Beach Gardens only.

SPN 2201 INTERMEDIATE SPANISH II (AA)
3 credits (3 lecture hours)
Prerequisite: SPN 2200 or equivalent
This class is a continuation of SPN 2200. Advanced grammar and composition are enhanced through translating, writing of creative themes and conversing. Appreciation of the life and culture of native speakers will be attained through lectures reading and discussions about Hispanic nations. Optional Internet component and Honors credit available. Lake Worth and Palm Beach Gardens only.

SPN 2240 INTERMEDIATE CONVERSATIONAL SPANISH I (AA)
3 credits (3 lecture hours)
Prerequisite: SPN 1121 or equivalent
This interactive, communicative course aims to develop conversational skills and to build vocabulary in practical, relevant situations. It may be taken before or after SPN 2241. Cooperative learning and pair work is utilized. Optional Internet component and Honors credit available.

SPN 2241 INTERMEDIATE CONVERSATIONAL SPANISH II (AA)
3 credits (3 lecture hours)
Prerequisite: SPN 1121 or equivalent
This interactive, communicative course aims to develop conversational skills and to build vocabulary in practical, relevant situations. It may be taken before or after SPN 2240. Cooperative learning and pair work is utilized. Optional Internet component and Honors credit available.

SPN 2340 SPANISH FOR NATIVE SPEAKERS (AA)
3 credits (3 lecture hours)
Prerequisite: Instructor's approval; Hispanic bilingual educated in the United States or near- native speaker who has lived in a Spanish-speaking country
An individualized educational plan focused upon the needs of the learner is created by both the student and instructor to improve the learner's Spanish proficiency level. All facets of language acquisition are considered. Optional Internet component and Honors credit available.

STA 1021 PROBABILITY AND STATISTICS (AA)
1 credit (1 lecture hour)
Prerequisites: Successful completion of MAT 0020 or one year of high school algebra and a passing score on placement test. Students must satisfy the College Prep Math requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart.) before enrolling in this General Education course.
STA 1021 is a self-paced, one-hour credit module that covers such topics as permutations, combinations, measures of central tendency, standard deviation, and the normal curve.

STA 2023 STATISTICS (AA)
3 credits (3 lecture hours)
Prerequisite: A grade of C or better in MAT 1033 or adequate score on the placement exam and two years of high school algebra.
Topics include probability, random variables, hypothesis testing, confidence intervals, correlation, linear regression, small sample methods, and non-parametric statistics. A grade of C or higher is required for this course to be used as a General Education course.

STA 2023 HONORS STATISTICS (AA)
3 credits (3 lecture hours)
Prerequisite: Cumulative GPA 3.5
Honors components included in this course version.

STS 0003 INTRODUCTION TO SURGICAL TECHNOLOGY (PSAV)
160 clock hours
This course focuses on professional responsibilities, interpersonal relationships and communication skills for health care personnel in the preoperative setting. Included is legal and ethical responsibilities, the physical environment, safety issues, microbiology, and basic knowledge of OR equipment, supplies, and instrumentation. Liability insurance required.

STS 0120 SURGICAL SPECIALTIES I (PSAV)
48 clock hours
This is an introduction to various types of surgery and corresponding surgical anatomy. The student will function in the lab as the surgical technologist in Diagnostics Procedures, General Surgery, Plastic and Reconstructive, Obstetrics, and Gynecology services.

STS 0121 SURGICAL SPECIALTIES II (PSAV)
48 clock hours
This is an introduction to various types of surgery and corresponding surgical anatomy. The student will function in the lab as the surgical technologist in Genitourinary Surgery, Opthalmic Surgery and Orthopedic Surgery.

STS 0122 SURGICAL SPECIALTIES III (PSAV)
51 clock hours
This is an introduction to various types of surgery and corresponding surgical anatomy. The student will function in the lab as the surgical technologist in Otorhinolaryngologic Surgery, Oral/Maxillofacial Surgery, Neurosurgery, Cardiothoracic Surgery, and Peripheral Vascular Surgery.

STS 0155C SURGICAL TECHNIQUES AND PROCEDURES (PSAV)
294 clock hours
This course focuses on aseptic technique specific to the operating room environment and patient care duties common to the surgical patient. Included is surgical hand scrub, gowning and gloving, preparing the surgical field, medications, anesthesia, wound healing, and suture materials.

STS 0255L SURGICAL SPECIALTIES I CLINICAL (PSAV)
184 clock hours
The purpose of this course is to utilize the student's knowledge of body structure and function, patient care, aseptic techniques, OR equipment, pharmacology, microbiology, and the surgical environment; and apply that knowledge to surgical procedures in the academic and clinical setting. The student will function in the lab as the surgical technologist in Diagnostics Procedures, General Surgery, Plastic and Reconstructive, Obstetrics, and Gynecology services.

STS 0256L SURGICAL SPECIALTIES II CLINICAL (PSAV)
184 clock hours
The purpose of this course is to utilize the student's knowledge of body structure and function, patient care, aseptic techniques, OR equipment, pharmacology, microbiology, and the surgical environment; and apply that knowledge to surgical procedures in the academic and clinical setting. The student will function in the lab as the surgical technologist in Genitourinary Surgery, Ophthalmic Surgery, and Orthopedic Surgery.

STS 0257L SURGICAL SPECIALTIES III CLINICAL (PSAV)
184 clock hours
The purpose of this course is to utilize the student's knowledge of body structure and function, patient care, aseptic techniques, OR equipment, pharmacology, microbiology, and the surgical environment; and apply that knowledge to surgical procedures in the academic and clinical setting. The student will function in the lab as the surgical technologist in Otorhinolaryngologic Surgery, Oral/Maxillofacial Surgery, Neurosurgery, Cardiothoracic Surgery, and Peripheral Vascular Surgery.

SUR 1101C BASIC SURVEYING AND MAPPING (AS)
4 credits (3 lecture hours, 2 lab hours)
Prerequisite: MAC 1105
Introduction to equipment and methods used in surveying includes angle, distance and elevation measurements.

SUR 1322C CAD FOR SURVEYORS (AS)
2 credits (1 lecture hour, 2 lab hours)
Prerequisites: SUR 1101, SUR 1640C
Preparation of typical drawings used in land surveying; introduction to computer operating systems; CAD methods; plotters.

SUR 2202C ROUTE GEOMETRICS (AS)
4 credits (2 lecture hours, 4 lab hours)
Prerequisites: SUR 1101C, MAC 1114
Covers geometric design of transportation systems, computer applications, comprehensive design project, spiral curves, superelevation theory, and earthwork analysis.

UR 2403 LAND SURVEYING PRINCIPLES (AS)
3 credits (3 lecture hours)
Prerequisites: SUR 1101C, SUR 2301
Land boundaries, corners, areas; writing and interpreting legal descriptions; identification of land parcels; legal principles of boundary location; U.S. Government land survey systems.

SUR 2431 LAND SURVEYING PRACTICE (AS)
3 credits (3 lecture hours)
Prerequisites: SUR 1101C, SUR 2403
Study of land survey practice; lot survey; sectionalized lands survey; water boundary survey; office and business practices; professional standing.

SUR 2462C LAND PLANNING (AS)
3 credits (2 lecture hours, 4 lab hours)
Covers legal requirements for subdividing land; land development systems; subdivision planning; and comprehensive projects.

SUR 2500C ELECTRONIC AND GEODETIC SURVEYING (AS)
4 credits (3 lecture hours, 2 lab hours)
Prerequisites: SUR 1101C, SUR 1650, SUR 2403
EDM theory, calibration, distance measurements and reductions; map projections, state plane coordinates; practical astronomy, spherical trigonometry, observations for time, latitude, azimuth, line of position; least squares, theory and applications.

SUR 2660C PROFESSIONAL DRAFTING AND SURVEYING (AS)
2 credits (1 lecture hour, 3 lab hours)
Techniques and drawings for land surveys using computer methods.

SYG 1230 AMERICAN MINORITIES TODAY (AA)
3 credits (3 lecture hours)
Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart.) before enrolling in this General Education course.
Explores historical and current principal minority groups in American life, tracing developments, contributions, values, character, heritage, social structure, etc., of each minority. Examines relations among ethnic and racial groups and general attitudes of mainstream Americans, focusing on ethnic prejudice, hostility, identity, solidarity and power movements. Gordon Rule minimum 2,000 words written work and demonstration of computer application are required. A grade of C or higher is required for this course to be used as a General Education course.

SYG 2000 INTRODUCTION TO SOCIOLOGY (AA)
3 credits (3 lecture hours)
Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart.) before enrolling in this General Education course.
Covers basic Sociological concepts and perspectives essential for understanding organized social life including emphasis on the sociological imagination, major theoretical perspectives, research methodology, culture, society, socialization, social interaction, social structure, social stratification, social institutions, demographics and social change. Gordon Rule minimum 2,000 words written work and demonstration of computer application are required. Distance learning and Honors sections available. A grade of C or higher is required for this course to be used as a General Education course.

SYG 2000 HONORS INTRODUCTION TO SOCIOLOGY (AA)
3 credits (3 lecture hours)
Prerequisite: Cumulative GPA 3.5
Honors components included in this course version.

SYG 2010 AMERICAN SOCIAL PROBLEMS (AA)
3 credits (3 lecture hours)
Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart.) before enrolling in this General Education course.
Explores major social problems confronting American society including mental illness, crime, juvenile delinquency, economic insecurity, influences detrimental to family stability (divorce, alcoholism, gambling, drug addiction), race relations and related ethnic problems. Gordon Rule minimum 2,000 words written work and demonstration of computer application are required. A grade of C or higher is required for this course to be used as a General Education course.

SYG 2361 DEATH AND DYING (AA)
3 credits (3 lecture hours)
Examines issues and problems associated with death and dying resulting from changes in society encompassing grief, funeral practices, widowhood, suicide, life beyond death, moral and ethical issues.

SYG 2430 MARRIAGE AND FAMILY (AA)
3 credits (3 lecture hours)
This course provides a study of the continuum of human intimacy and attraction from sociological and social psychological perspectives by examining varieties of human intimacy arrangements with emphasis on marriage and family. Alternative life styles are also discussed.

TAR 1120C ARCHITECTURAL DRAWING (AA)
3 credits (2 lecture hours, 2 lab hours)
Prerequisites: ART 1201C, ART 1300C
Introduction to drafting methods for architecture emphasizes techniques to present clear and precise solutions to basic architectural problems of lettering, preliminary sketching, line quality, shapes, orthographic projection, perspective and architectural shades and shadows.

TAX 2000 FEDERAL INCOME TAX I (AA)
3 credits (3 lecture hours)
Prerequisite: ACG 2022 or instructor permission required
Introduction to federal, state and local business taxes for students desiring an associate in science degree in Accounting Technology. Not transferable to an upper division institution.

TAX 2010 FEDERAL INCOME TAX II (AA)
3 credits (3 lecture hours)
Prerequisite: TAX 2000 or equivalent
This is a continuation of TAX 2000, focusing on corporate income taxes. Also includes taxation of partnerships, estates and trusts and practice partnerships, estates and trusts and practice before the Internal Revenue Service. Not transferable to an upper division institution.

THE 1000 THEATRE APPRECIATION (AA)
3 credits (3 lecture hours)
Prerequisite: Students must satisfy College Prep Reading and College Prep English requirements through course completion or appropriate placement test scores (See Admissions, Placement Test Scores Chart.) before enrolling in this General Education course.
This course is an introduction to the art, business, and history of theater. The course is designed to increase the student's understanding and appreciation of the work of the various artists engaged in creating theater through a participatory approach. This course meets the needs of the General Education program in Humanities. Gordon Rule writing requirement minimum: 2,000 words. A grade of C or higher is required for this course to be used as a General Education course.

THE 2051 THEATER FOR A CHILDREN'S AUDIENCE (AA)
3 credits (3 lecture hours)
Analyzes theory of children's theater, surveys the development within the American theater scene, studies functionality within the American community and materials available for use with children.

THE 2300 DRAMATIC LITERATURE (AA)
3 credits (3 lecture hours)
Prerequisite: THE 1000
This course explores dramatic literature and develops the student's knowledge and appreciation of the elements of literature through the study of selected scripts, playwrights and dramatic theories. Among these elements are the history of dramatic literature, genre study and the theory and practice of dramatic analysis and criticism.

THE 2925 R PLAY PRODUCTION (AA)
1 credit (2 lab hours)
This course involves sessions and activities centered around a specific theatre topic. The topics may vary and are designed to enhance specific professional skills. Topics are based on what is new or currently relevant in the field.

TPA 1200 STAGECRAFT I (AA)
3 credits (3 lecture hours)
Lectures and classroom demonstration in construction, painting and handling of scenery, makeup and making properties. Crew hours are required.

TPA 1211 ADVANCED STAGECRAFT (AA)
3 credits (3 lecture hours)
Prerequisite: TPA 1200
Continuation of TPA 1200 emphasizing set design and lighting techniques and principles of designing and executing model sets and stage lighting in classroom demonstrations and experiences.

TPA 2290 R TECHNICAL THEATER LAB I (AA)
1 credit (2 lab hours)
This course is designed to provide hands-on experience in the backstage operation of a theater. The concentration of the course will vary depending on the skills of the student and the needs of the theater.

TPP 1600 PLAYWRITING (AA)
3 credits (3 lecture hours)
This course is an introduction to the study, analysis, and writing of plays for the theater. Emphasis on developing skills in writing short scenes stressing creating characters, handling dialogue, and plot structure.

TPP 2100 ACTING I (AA)
3 credits (3 lecture hours)
Prerequisite: THE 1000 or special permission of the department chair
This course is a study of the fundamental principles and techniques of acting. Training in pantomime, stage movement, characterization, and motivation is given. Students will present scenes from plays as classroom exercises.

TPP 2111 ACTING II (AA)
3 credits (3 lecture hours)
Prerequisite: TPP 2100 or permission of department chair
This course is a continuation of TPP 2100, emphasizing processes of developing characterization and discovering relationships affecting the character. Students study methods of auditioning, prepare a resume and present monologues.

TPP 2190 R REHEARSAL AND PERFORMANCE I (AA)
1 credit (2 lab hours)
This course is designed to provide hands-on experience in rehearsal and performance techniques for production. Emphasis is on the warm-up, reading, blocking and nuances of a role. Brief lectures will be given on the different design aspects as they apply to varying sizes of theatrical houses and audience-actor relationships.

TPP 2510 MOVEMENT FOR THE THEATER (AA)
3 credits (3 lecture hours)
Introduction to study, analysis and application of styles of movement required in theatrical productions emphasizing preparation to use physical characteristics appropriate for a play placed in a particular locale and time. Study of body language, analysis of movement, types and rhythms of movement and pantomime are included.

WOH 1012 ANCIENT AND MEDIEVAL HISTORY (AA)
3 credits (3 lecture hours)
Introduces theories of historical causation, origin of life in prehistoric times and emergence of early Mideastern and Mediterranean cultures in Mesopotamia, Egypt, Israel and Persia emphasizing Western civilization's roots in ancient Greece, Rome and medieval Europe to 1500 A.D., legacy of the East, the Byzantine and Islamic worlds.

WOH 1022 MODERN WORLD HISTORY (AA)
3 credits (3 lecture hours)
This course is a continuation of WOH 1012. Introduces the birth of the modern age in intellectual (Renaissance), religious (Reformation), economic and navigational achievements of the period around 1500 and goes through the twentieth century emphasizing European civilization directly influencing American and modern world culture and increasing role and significance of Afro-Asian peoples.

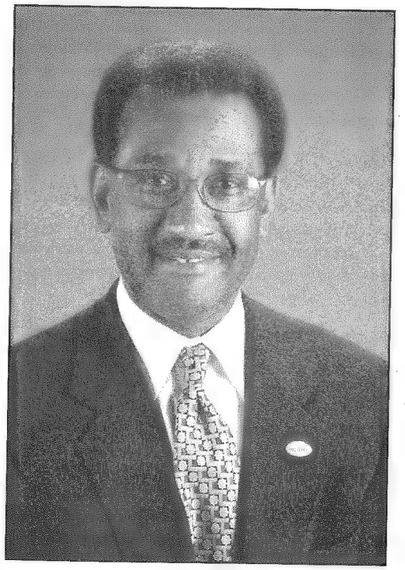
WOH 1280 SURVEY OF JEWISH CIVILIZATION (AA)
3 credits (3 lecture hours)
Upon successful completion of this course, the students should be able to demonstrate knowledge about how Jewish civilization began and developed up to the present era.

ZOO 1010 GENERAL ZOOLOGY LECTURE (AA)
3 credits (3 lecture hours)
Prerequisite: BSC 1010; Corequisite: ZOO 1010L
Introduction to structure, functioning, embryology and evolutionary relationships of representatives of major animal phyla culminating in man. A grade of C or higher is required for this course to be used as a General Education course.

ZOO 1010L GENERAL ZOOLOGY LABORATORY (AA)
1 credit (2 lab hours)
Prerequisite: BSC 1010; Corequisite: ZOO 1010
This course is a laboratory observation of representative groups of the animal kingdom. A grade of C or higher is required for this course to be used as a General Education course.

ZOO 2710 COMPARATIVE VERTEBRATE ANATOMY (AA)
3 credits (3 lecture hours)
Prerequisites: ZOO 1010, ZOO 1010L; Corequisite: ZOO 2710L
Introduces embryology and development of organ systems for main classes of vertebrates and origins and classification of chordates.

ZOO 2710L COMPARATIVE VERTEBRATE ANATOMY LABORATORY (AA)
1 credit (4 lab hours)
The laboratory includes the examination and dissection of representatives of the major classes of vertebrates. The work in the Laboratory includes the dissection of the lamprey, shark, necturus, and cat.



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Associate Professor, Computer Science

Masella, Joanne M.
M.S.N., Florida Atlantic University
Professor I, Nursing

Matthews, Barbara C.
Ed.D., University of Tennessee
Professor III, Education

Maze, Claire
M.S., Barry University
Associate Professor, Nursing

McCauley, Judith A.
M.A., New York University
Associate Professor, Dental Health Services

McDonald, Nancy
M.A., Western Kentucky University
Associate Professor, English

McLaughlin, Idell W.
M.A., Atlanta University
Associate Professor, English

McMahon, Patrick D.
M.S., The American College
Associate Professor, Business

Mears, Lisa A.
M.Ed., University of Central Florida
Associate Professor, Business

Miles, Michael T.
Ed.D., Nova University
Professor III, Human Services

Millard, Philip W.
B.S., Northeast Missouri State Teachers College
Associate Professor, Engineering

DIRECTORY

Millas, Joseph J.
M.A., Louisiana State University
Professor I, Speech Communications

Miller-Shaivitz, Patricia
Ph.D., University of South Florida
Professor III, Sociology

Minton, Richard
M.S., Florida State University
Associate Professor, Mathematics

Mkpong, Offiong E.
Ph.D., Ohio State University
Professor III, Physical Science

Montalvo, Gladys
Ed.D., Nova Southeastern University
Professor II, Center for Personalized Instruction

Moon, William J.
M.B.A., George Mason University
Associate Professor, Computer Science

Mossadeghi, Sepandar (Frank)
M.A., University of Tulsa
Associate Professor, Economics

Munro, Sophia I.
M.S.O.T., Boston University
Associate Professor, Occupational Therapy

Murphy, John A. D.
Ph.D., Florida Atlantic University
Professor III, Accounting

Myers, Kenneth
M.L.S., Florida State University
Associate Professor, Library Learning Resource Center

Nagel, Wayne
M.S.N., Governors State University
Associate Professor, Nursing

Naylor, Heather
M.A., New York University
Associate Professor, Sociology

Nikides, Joanne H.
M.B.A., University of Dayton
Associate Professor, Business

Nixon, David H.
M.A., Florida Atlantic University
Associate Professor, English

Osborn, Tinagayle
M.S., The Ohio State University
Associate Professor, Physical Science

Parbhoo, Ernest B.
M.A., University of Iowa
Professor II, English

Parker, Kim P.
M.A., Florida State University
Associate Professor, Speech Communications

Pasapane, Lois
M.S., Nova University
Associate Professor, Center for Personalized Instruction

Pate, Glenn
M.S., University of Kentucky
Associate Professor, Business

Patton, Joanne C.
M.S., Virginia Commonwealth University
Counselor/Associate Professor, Student Services

Peck, Edwin T.
M.A., New York University
Associate Professor, English

Peters, Jeffrey C.
M.A., Montclair State University
Counselor/Associate Professor, Student Services

Petraki, Henry J.
Ph.D., Southern Illinois University
Professor II, Health Education

Plasket, Patricia
M.A., Indiana University
Associate Professor, Center for Personalized Instruction

Policy, Carole
Ph.D., Florida State University
Professor I, English

Poorvin, Gloria
M.S.N., Emory University
Associate Professor, Nursing

Privacky, Nikki Jo
M.B.S., Florida Atlantic University
Associate Professor, Biology

Raker, Peggy
M.A., University of Central Florida
Professor I, Speech Communications

Ramsammy, Roger
Ph.D., Howard University
Professor II, Biology

Ray, Charlie L.
Ph.D., Florida State University
Professor II, Biology

Reardon, Joel
M.A., Eastern New Mexico University
Professor I, History

Richmond, Sandra S.
Ed.D., Florida Atlantic University
Professor III, Social Science

Rogers, Chandrika
M.A., University of Alabama
Associate Professor, Center for Personalized Instruction

Rogers, Estaline
M.L.S., University of South Florida
Associate Professor, Library Learning Resource Center

Rogers, George
Ph.D., University of Michigan
Professor II, Environmental Horticulture

Rogers, Jacqueline
M.S., Palm Beach Atlantic College
Associate Professor, Respiratory Therapy

Rolison, Roger W., Jr.
Ph.D., Florida State University
Professor III, Social Science

Rosenthal, Ira
M.S., University of South Carolina
Associate Professor, Mathematics

Ruffin, Derrick
Ed.D., Nova University
Assistant Professor, Center for Personalized Instruction

Russal, Barry K.
Ph.D., Kent State University
Professor III, Drama

Sadule-Rios, Nohemi
M.S.N., Florida International University
Associate Professor, Nursing

Saken, Jon
Ph.D., University of Colorado
Professor I, Physical Science

Scheffer, Barbara J.
J.D., Nova University
Professor III, Legal Assisting

Scheurer, Vicki F.
M.A., Florida Atlantic University
Associate Professor, English

Schmidt, Waweise J.
M.S., University of Delaware
Associate Professor, Biology

Schoenfeldt, Alyse L.
Ed.D., Florida Atlantic University
Professor III, Foreign Language

Serio, Anthony C.
M.E.D., University of Southern Mississippi
Associate Professor, Paramedic

Shapiro, Adele
M.S., Yeshiva University
Associate Professor, Mathematics

Shaver, Vicki
Ed.D., Florida Atlantic University
Professor II, Radiography

Shaw, Sandra L.
M.B.A., University of Central Florida
Professor II, Accounting

Siassi, Tony
M.S., Nova University
Associate Professor, Mathematics

Siniscalchi, Timothy
M.S.T., Boston College
Associate Professor, Mathematics

Slatery, W. Patrick
M.A., East Tennessee State University
Associate Professor, Art

Slesinger, Victor
M.A., Penn State University
Associate Professor, Foreign Language

Smith, Noel S.
M.B.A., Florida State University
Professor I, Economics

Smith, Sean P.
M.L.S., Mercer University
Professor I, History

St. Pierre, Karin L.
M.A., Florida Atlantic University
Associate Professor, English

Steffen, Thomas H.
M.B.A., Carnegie-Mellon University
Professor III, Engineering

Strong, Brett
M.S., Purdue University
Associate Professor, Biology

Stuart, Gracelyn V.
M.A., Florida Atlantic University
Associate Professor, Accounting

Summers, Linda A.
Ed.S., Florida Atlantic University
Professor I, Art

Sundquist, Jeffrey J.
M.S., University of Wisconsin
Associate Professor, Physical Science

Sutton, Geraldine
M.S.N., Gwynedd-Mercy College
Associate Professor, Nursing

Talebi, Massoud (Mike)
M.S., Michigan State University
Associate Professor, Mathematics

Tassa, Anthony
M.F.A., University of Tennessee
Associate Professor, Drama

Thomasson, Gary D.
M.S., University of Tennessee
Associate Professor, Mathematics

Thompson, Susan M.
M.A., University of South Florida
Associate Professor, Marketing

Thorsen, Deborah
M.S., University of Georgia
Associate Professor, Economics

Tomei, Gail B.
M.A., Wayne State University
Counselor/Associate Professor, Student Services

Toohey, Patricia
M.S., State University of New York at New Paltz
Associate Professor, Mathematics

Tuisku, Connie
A.M.L.S., University of Michigan
Associate Professor, Library Learning Resource Center

Van Dusen, Frederick
Ed.D., Nova Southeastern University
Professor III, Criminal Justice

Van Wyhe, William K.
M.A., Michigan State University
M.A., University of Oregon
Associate Professor, Mathematics

Vega, Edward
M.F.A., Columbia University
Associate Professor, English

Vitrano, Mary
M.B.A., Adelphi University
Associate Professor, Computer Science

Voils, Donald L.
M.A., University of Illinois
Professor II, Mathematics

Warm, Rochelle
Ed.D., Nova University
Professor II, Education

Webber, Allen L.
M.M., Miami University
Professor II, Music

Wershoven, Carol J.
Ph.D., University of Florida
Professor III, English

Williams, Sandra K.
M.S., Illinois State University
Associate Professor, Art

Wilson, Claire
M.A., New York Institute of Technology
Associate Professor, Film Production

Wilson, Lois
M.S., Columbia University
Associate Professor, Nursing

Wolverton, Diana
M.S., Florida Atlantic University
Associate Professor, Nursing

Wood, James B. III
Ph.D., University of Arizona
Professor III, Chemistry

Yinger, Richard E.
Ph.D., Florida State University
Professor III, Sociology

Young, Zenaida I.
M.S., Florida State University
Associate Professor, Art

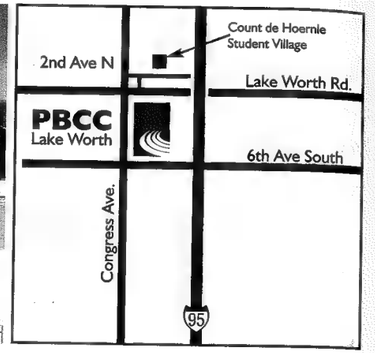
Zazzi, Henry R.
M.A., St. Mary's University
Counselor/Professor I, Student Services

Zinser, Nancy C.
M.S., Boston University
Professor II, Dental Health Services

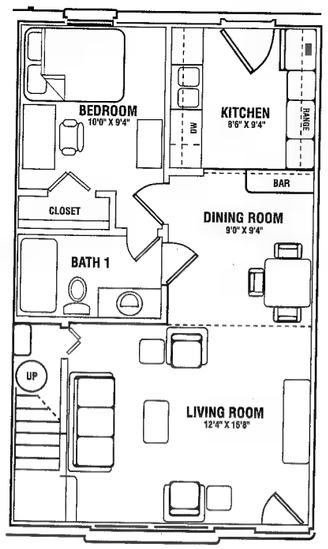
LIVE IN CLASS

AT THE COUNT DE HOERNLE STUDENT VILLAGE!

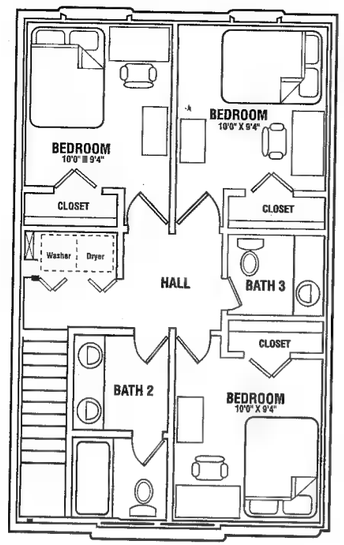
PBCC's only student housing is less than a mile from the Lake Worth location.



The apartments are fully furnished, 4-bedroom units with living room, kitchen and 2 1/2 baths. All units have air conditioning and central heating. Kitchens include refrigerator, dishwasher, garbage disposal, microwave and electric range. Don't bother saving quarters because each apartment has its own full-size washer and dryer.



First Floor



Second Floor

Gated community, on-site management, and quality maintenance add to the overall comfort.

Relax after a hard day in class in the Student Village's pool and deck area. A sand volleyball court and basketball court add to the fun.

Various lease terms are available with prices starting at $390.00 per month.

For further information send coupon or call:
Count de Hoernle Student Village
2425 2nd Ave N.
Lake Worth, FL 33461
561-582-9100
www.countdehoernle.com

PLEASE SEND ME MORE INFORMATION ABOUT THE STUDENT VILLAGE!

Name_____

_____

Address_____

_____

City_____

State _____ Zip_____

Phone_____

E-mail_____

When do you plan to enroll at PBCC?

Month _____ Year _____

APPLICATION FOR ADMISSION

Credit Programs (AA, AAS, AS, Credit Certificates, Non-Degree)

pbcc
Palm Beach Community College

PROGRAM OBJECTIVES

Associate in Arts (AA) Programs

All AA Programs 1000

Associate in Applied Science (AAS) Programs

ALLIED HEALTH
★Nursing A309

ART
Graphic Design.....A018

BUSINESS
Accounting Technology
Staff Accountant.....A042
Full Charge Bookkeeper.A041

Business Admin. & Mgmt..A087

Computer Info. Technology
Application.....A132
Network.....A131
Programming.....A133

Industrial Mgmt. Tech.....A194

Marketing Management
Marketing.....*A095*
Retailing.....*A097*

Office Systems Technology
Legal Secretary.....A524
Office Systems.....A521
Word Processing.....A522

CRIMINAL JUSTICE
★*Corrections Officer*.....A607
★*Law Enforce. Officer*.....A608

ENGINEERING & TECHNOLOGY
Building Construct. Tech...A213
Drafting & Design Tech.....A169
Electronics Engin. Tech....A166

Professional Pilot
Professional Pilot.....A163
Operations.....A162
Maintenance Mgmt.....A161

HOSPITALITY & TOURISM .A100

HUMAN SERVICES.....A353

Advanced Technical Certificates (ATC)

Cardiovascular Inter. Tech....4320
Cardiovascular Nursing.....4316
Comm. Home Health Nursing4319
Computed Tomography.....4321
Critical Care Nursing.....4315
Magnetic Reson. Imaging.....4322
Medical Surgical Nursing.....4318
Perioperative Nursing.....4317

Applied Technology Diplomas (ATD)

Emergency Medical Tech.....B217
Medical Coder Spec.....B526
Medical Transcription.....B525

Non-Degree Programs (ND)

Employment Related.....3407
Personal Improvement.....3408
Transient Student.....3409
High School Dual Enrollment
Public School.....3800
Private School 3801
Home School.....3802
Early Admission
Public School.....3803
Private School.....3804
Home School.....3805

Associate in Science (AS) Programs

ALLIED HEALTH
★Dental Hygiene 2151
★Dietetic Tech.....2512

EMS Management
Education 2449
Supervisory 2447
Technology.....2448

★Respiratory Care 2148
★Radiography.....2303

ART
Graphic Design 2011
Interior Design Tech.....2012

BUSINESS
Accounting Technology
Staff Accountant 2050
Full Charge Bookkeeper 2047

Computer Info. Technology
Application.....2124
Network 2123
Programming.....2126

Industrial Mgmt. Tech.....2193
Legal Assisting.....2505

Marketing Mgmt.
Marketing.....2062
Retailing.....2055

Office Systems Tech.
Legal Secretary.....2523
Office Systems.....2514
Word Processing 2518

COMMUNICATIONS
Film, TV, Video Prod.....2282

CRIMINAL JUSTICE
★*Corrections Officer*..... 2605
★*Law Enforcement*..... 2606

ENGINEERING & TECH.
Building Construct. Tech. 2198
Drafting & Design Tech....2178
Envir. Hort. Tech. 2191

Envir. Science Tech.
Conservation Ecology....2216
Envir. Assessment.....2215
Hydrologic Studies. 2214

Fire Science Tech. 2195

Professional Pilot
Professional Pilot.....2197
Operations 2172
Maintenance Mgmt.....2171

HOSPITALITY & TOURISM. 2060

HUMAN SERVICES/ CHILD CARE
Child Development & Education
Child Care Center Mgmt 2358
Infant/Toddler *2354*
Montessori Special.....2349
Pre-School 2342
School Age *2359*

Human Services Tech. 2345

THEATRE & ENTER. TECH
General Music 2274
Popular Music & Jazz 2283
Music Theatre.....2284
Dance.....2285

Post Secondary Vocational Credit (PSVC)

★Paramedic.....6450

All programs require completion of a standard high school diploma, GED, or approved high school dual enrollment programs (see additional information in the inside cover.)
★Limited Access

(561) 967-PBCC (7222)

www.pbcc.edu

BELLE GLADE
1977 College Drive
Belle Glade, FL 33430-3699

BOCA RATON
3000 Saint Lucie Avenue
Boca Raton, FL 33431-6490

LAKE WORTH
4200 Congress Avenue
Lake Worth, FL 33461-4796

PALM BEACH GARDENS
3160 PGA Boulevard
Palm Beach Gardens, FL 33410-2893

An Equal Opportunity Institution

APPLICATION INFORMATION AND INSTRUCTIONS

APPLICATION
Complete this form in detail and forward it to the admissions office at the location you plan to attend. International applications must be sent directly to the Lake Worth location. **Incomplete applications will be returned.**

APPLICATION FEE—Non-refundable.
$20 U.S. citizen. $30 international, U.S. currency (F-1, I-20 students only).

TRANSCRIPTS & RECORDS
All final transcripts should be received prior to orientation and registration. Degree students whose transcript is not receive within the first term cannot register for the subsequent terms. Any student falsifying their application or records will be subject to immediate dismissal without a refund. Official documents are those mailed directly from your previous institution to PBCC. All credentials submitted become the property of the College and cannot be returned.

PLACEMENT TESTS
All first-time-in-college, degree-seeking students must present score from FCELPT (CPT) unless SAT-I or ACT-E scores, not older than two years, place students into college level course work. If you have not yet taken one of the placement tests listed above, contact the Testing Center at the location you plan to attend.

ORIENTATION
Orientation is required of all first-time-in-college degree seeking students before registration of classes.

LIMITED ACCESS PROGRAMS ★
Admission to the college neither constitutes nor guarantees admission to Limited Access programs. If you plan to enter one of these programs you must request a separate application packet for the specific program. The Program Application, Limited Access Processing Fee (if applied), and records must be submitted to the location designated on that application.

FINAL ACCEPTANCE
Even though you may receive a conditional acceptance and be permitted to register for classes, final acceptance is contingent upon receipt of all required documents, including official high school transcript, GED transcript, or transcript of all previous college work attempted. Official documents are those mailed directly from your previous institution to PBCC.

CAREER CENTER
If you are unsure of your program of study or career objectives, or are in need of a job, contact the Career Center on the location you plan to attend.

DISABLITY SUPPORT SERVICES
Students with documented disabilities may self-identify and request accommodations by contacting the campus Disability Support Services advisor: Belle Glade—561-993-1125; Boca Raton—561-862-4316; Lake Worth—561-868-3046; Palm Beach Gardens—561-207-5345

ALL INFORMATION MUST BE COMPLETE AND ACCURATE.

1. U.S. SOCIAL SECURITY NUMBER
(Students who do not have a social security number or who choose not disclose, will be assigned a student number). This number is used in federal and state reports only.

2. NAME
Exact legal name. Include all names under which materials will be sent. Print clearly.

3. LOCAL ADDRESS
Address where you will be living while attending PBCC.

4. PERMANENT ADDRESS
Permanent home address.

5. HOME TELEPHONE NUMBER
Include area code.

6. WORK NUMBER
If applicable. Include area code.

7. E-MAIL ADDRESS
If applicable.

8. GENDER
This information is used in federal and state reports only.

9. RACE/ETHNIC ORIGIN
Required for Office of Civil Rights reports. This information is voluntary and will not be used for discriminatory purposes.

10. PRIMARY LANGUAGE
The language you use more than 50% of the time.

11. DATE OF BIRTH and PLACE OF BIRTH
This is used in federal and state reports only. Include month, day and year, and state or country.

12. ENROLLMENT STATUS
Indicate appropriate status.

13. LOCATION
The location designation is the location where your records will be retained. Transcript(s) should be mailed to the location you have indicated.

14. ADMISSION DATE
Enter the year and check the term that you plan to take your first class.

15. STUDENT PROGRAM OBJECTIVE (Refer to cover for codes)
Indicate your intended PBCC program of study.

A.A. (Associate in Arts Degree) - Students planning to attend a four-year college or university after graduation from PBCC.

A.A.S. (Associate in Applied Science) - Students interested in completing their formal college education at PBCC in a specialized business, technical or professional program. *(refer to cover for codes).*

A.S. (Associate in Science Degree) - Students interested in completing their formal college education at PBCC in a specialized business, technical or professional program. Some programs may articulate into a specific programs at a four-year college or university *(refer to cover for codes)*

A.T.C. (Advanced Technical Certificate) - Students who have already received a degree and are seeking an advanced, specialized planning program to supplement their associate or other degree.

A.T.D. (Applied Technology Diploma) - Consists of a course of study that is part of A.S. or A.A.S. degree and is less than sixty (60) credit hours. The award leads to employment in a specific occupation.

Non-Degree - Students who have earned a standard high school diploma or GED, or have been enrolled in a regionally accredited college or university, and plan to take one or more courses for job advancement, personal improvement, or general interest, and do not plan on obtaining any type of degree at this time may classify themselves as non-degree **Students in this category cannot receive financial aid.** Refer to PBCC Catalog for additional information. *(Refer to cover for codes)*

Post Secondary Vocational Credit - The credit awarded upon completion of PSAV courses which are clock hour based. 30 clock hours equals one (1) vocational credit.

16. CITIZENSHIP
Indicate your citizenship status. Resident Aliens must submit copies of both sides of their Resident Alien Card and write their Alien Number on #11 on the back of the application. International students and other non-U.S. citizens must submit copies of their immigration papers or visas.

17. FIRST-GENERATION COLLEGE STUDENT
This information is used for reports only.

18. HIGH SCHOOL
Indicate the name and request an official transcript from the last high school attended. **This must be a standard diploma.**

GED
Indicate the state and date issued. Official transcript of scores must be sent directly to PBCC from issuing agency.

19. COLLEGE/UNIVERSITY
Indicate the name and request an official transcript from all colleges and universities attended. Omission of any previous institutions constitutes falsification of records and voids application.

APPLICATION FOR ADMISSION

Credit Programs (AA, AAS, AS, Credit Certificates, Non-Degree)

pbcc Palm Beach Community College

Please Type or Print Clearly

1. U.S. SOCIAL SECURITY NUMBER / PBCC STUDENT ID ___ ___ ___ - ___ ___ - ___ ___ ___ ___
   or
   ☐ DO NOT HAVE U.S. SOCIAL SECURITY NUMBER

2. NAME ☐Mr. ☐Mrs. ☐Ms. _____ _____ _____ _____
   Last First Middle/Maiden Suffix

   Please list all previous names under which documents may be sent _____

3. LOCAL ADDRESS _____ _____
   Number and Street Address City

   _____ _____ _____
   County (or Province) State Zip Code

4. PERMANENT ADDRESS ☐ Check here if same as local address

   _____ _____ _____ _____ _____
   Number and Street Address City County (or Province) State Zip Code

5. HOME TELEPHONE
   ( ) _____

6. WORK TELEPHONE
   ( ) _____

7. E-MAIL ADDRESS
   _____@_____

8. GENDER ☐ Female (F) ☐ Male (M)

9. RACE/ETHINIC DATA. ***Please check all that apply.***
   ☐ American Indian/Alaskan Native (I)
   ☐ Asian (A)
   ☐ Native Hawaiian or Pacific Islander (P)
   ☐ Black (B)
   ☐ White (W)

   Is your ethnic heritage Hispanic? (H)
   ☐ Yes ☐ No

10. IS ENGLISH YOUR PRIMARY LANGUAGE ☐ Yes ☐ No
    If no, what is your primary language? _____

11. DATE OF BIRTH ____/____/____
    Month Day Year

    State or Country of Birth _____

12. ENROLLMENT STATUS
    ☐ High School/Ged Graduate (NH)
    ☐ Transfer (NT)
    ☐ Transient (NT)
    ☐ Readmission to PBCC (RH or RT)
    ☐ Dual Enrolled High School Student (ND)
    ☐ Early Admission High School Student (NE)

13. LOCATION
    ☐ Belle Glade (3) ☐ Boca Raton (5)
    ☐ Lake Worth (1) ☐ Palm Beach Gardens (2)

14. ADMISSION DATE
    Year 2____
    ☐ Fall (1) ☐ Spring (2) ☐ Summer (3)

15. STUDENT PROGRAM OBJECTIVE
    (See Cover for Codes)
    ☐ AA degree program code **1000**
    ☐ AAS degree program code **A ___**
    ☐ AS degree program code **2____**
    ☐ Credit Certificate program code **_____**
    ☐ Non-degree program code **3____**

16. CITIZENSHIP
    ☐ U. S. Citizen (C)
    ☐ Permanent Resident Alien (P)
    ☐ Asylee or Refugee Alien (A)
    ☐ F-1 Visa Student (F)
    ☐ Other, Non-Citizen (X)
    Home Country _____

17. HINT WORD (A word to identify you in case you forget your PIN) _____

17. **ARE YOU A FIRST-GENERATION COLLEGE STUDENT** (Neither of your parents have a four-year college degree)? ☐ Yes (X) ☐ No

18. **HIGH SCHOOL or GED (Please indicate below your high school completion level)**
    ☐ Standard High School Diploma ☐ Special Diploma ☐ Certificate of Completion ☐ General Education Diploma (GED) ☐ Other

NAME OF SCHOOL	CITY/STATE	LANGUAGE OF GED	DATE OF GRADUATION

19. **COLLEGE/UNIVERSITY (List all postsecondary colleges or universities you have attended. Omission of any constitutes falsification of records and voids application.)**

NAME OF INSTITUTION	CITY/STATE	DATES	DEGREE	CREDIT

I agree to the release of any transcripts and test scores to this institution, including but not limited to, any SAT, Achievement Test and ACT score reports that this institution may request from other institutions, the College Board or ACT. PBCC may release copies of my official PBCC transcript to other institutions to which I make application. No further authorization is necessary. **I understand that falsification or omission of any information may result in my rejection or dismissal by the College.**

_____ _____
Student's Signature Date

Students are responsible for all information contained on their applications. Read and complete residency information on reverse side of this page. **Applicants who omit this information will be classified as non-residents for tuition purposes.**

*****MUST COMPLETE REVERSE SIDE*****

RESIDENCE CLASSIFICATION

A Florida "resident for tuition purpose" is a person (or a dependent person whose parent or legal guardian) who has established and maintained legal residence in Florida for at least the last 12 consecutive months. Residence in Florida must be a bonafide domiciliary rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. Other persons not meeting the 12 month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature [Florida Statue 240.1201(2)(a)]. All other persons are ineligible for classification as a Florida "resident for tuition purposes."

To qualify as a Florida "resident for tuition purpose", you must be a U.S. citizen, permanent resident alien or a legal alien granted indefinite stay by the Immigration and Naturalization Service. Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal resident of the same state as their parents unless one parent has established legal residence in Florida for more than 12 months. Residence in Florida must be for the purpose of establishing a permanent home and not merely incident to enrollment at an institution of higher education. Documents supporting the establishment of legal residence must be dated, issued or filed 12 months before the first day of classes of the term for which a Florida resident classification is sought.

DEFINITIONS

DEPENDENT: A person for whom 50 percent or more of his/her support is provided by another as defined by the Internal Revenue Service.
INDEPENDENT: A person who provides more than 50 percent of his/her support.
(A copy of your most recent tax return or other documentation may be requested to establish dependence/independence.)

FLORIDA RESIDENT FOR TUITION PURPOSES AFFIDAVIT

(IF YOU DO NOT QUALIFY, SIMPLY SIGN THE NON-FLORIDA RESIDENT SECTION BELOW)

☐ 1. I am an independent person and have maintained legal residence in Florida for at least the last 12 consecutive months.

☐ 2. I am a dependent person and my parent or legal guardian has maintained legal residence in Florida for at least the last 12 consecutive months.

☐ 3. I am a dependent person who has resided for the last five years with an adult relative other than my parent or legal guardian and my relative has maintained legal residence in Florida for at least the last 12 consecutive months. (Documentation Required)

☐ 4. A Florida public college/university declared me a resident for tuition purposes. Name of institution_____ (Documentation Required)

☐ 5. I am married to a person who has maintained legal residence in Florida for at least the last 12 consecutive months. I have established legal residence and intend to make Florida my permanent home. (Copy of marriage certificate required and proof of current Florida residency)

☐ 6. I abandoned my Florida domicile less than 12 months ago, and am now re-establishing Florida legal residence.

☐ 7. According to the United States Immigration and Naturalization Service, I am a permanent resident alien or other legal alien granted indefinite stay. I have maintained domicile in Florida for at least the last 12 consecutive months. (Copy of INS documentation required.)

☐ 8. I am a member of the armed services of the United States and am stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida [or I am the member's spouse or dependent child]. (Copy of military paper work required.)

☐ 9. I am a full-time instructional or administrative employee employed by a Florida public school, community college or institution of higher education [or I am the employee's spouse or dependent child]. (Copy of employment verification required.)

☐ 10. I am part of the Latin American/Caribbean scholarship program. (Documentation required.)

☐ 11. I am a qualified beneficiary under the terms of the Florida Pre-Paid Postsecondary Expense Program (S.240.551, F.S.). (Copy of card required.)

☐ 12. I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the F.S.U. Panama Canal Branch [or I am the student's spouse or dependent child].

☐ 13. I am a full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training. (Documentation Required)

☐ 14. I am a full-time student participating in a Linkage Institute. (S.240.137, F.S.) (Documentation Required)

ATTACH COPIES OF DOCUMENTATION INDICATED ABOVE--ADDITIONAL DOCUMENTATION (e.g., copies of voter's registration, driver's license, tax returns, deeds, etc.) may be required by the College in some cases. **ALL DOCUMENTATION IS SUBJECT TO VERIFICATION.** Someone other than the applicant (e.g., parent) should complete this affidavit if the applicant is dependent or seeks to be classified as a Florida resident by virtue of a relationship; otherwise, the applicant must complete this affidavit. **PLEASE PRINT:**

1. **Name of Applicant**_____ **2. Student SSN:** _____
(The CLAIMANT is the person who is claiming Florida residency, e.g., the applicant (if independent), parent, spouse or legal guardian. **All of the questions below pertain to the claimant.)**
3. **Name of Claimant:** _____ **4. Relationship of Claimant to Applicant:** _____
5. **Permanent Legal Address of Claimant:** _____
6. **Date Claimant Began Establishing Legal Florida Residence and Domicile:** _____ ( ) _____
Telephone Number of Claimant
7. **Claimant's Voter Registration: State:**_____ **County:** _____ **Number:** _____ **Original Issue Date:** _____ mm/dd/yy
8. **Claimant's Drivers License: State:**_____ **Number:** _____ **Issue Date:** _____ mm/dd/yy
9. **Claimant's Vehicle Registration: State:** _____ **License Tag Number:** _____ **Issue Date:** _____ mm/dd/yy
10. **Citizenship:** ☐ **U.S. Citizen** ☐ **Permanent Resident Alien** ☐ **Asylee or Refugee Alien** ☐ **Other** _____
11. **Non-U.S. Citizen Only: Resident Alien Number:** _____ **Date Card Issued:** _____ (Copy of both sides of card required)

ADDITIONAL DOCUMENTATION MAY BE REQUESTED BY THE INSTITUTION

I do hereby swear or affirm that the above-named applicant meets all requirements indicated in the category checked above for classification as a Florida "resident for tuition purposes". understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06, Florida Statutes, and that a false statement in this affidavit may subject the above-named student to the penalties for making a false or fraudulent statement.

_____ and of _____ _____
Signature of Applicant in ink — Person Claiming Florida Residency if other than Applicant — Date

NON-FLORIDA RESIDENTS ONLY

I understand I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted and that if I should qualify for a future term, it will be necessary for me to file the required documentation prior to the beginning of the term in order to be considered for Florida residency classification

_____ _____
Signature of Applicant in Ink — Date

APPLICATION FOR ADMISSION

Post Secondary Adult Vocational (PSAV) Certificate Programs

pbcc Palm Beach Community College

PROGRAM OBJECTIVES

Accounting Operations+ 5044
Administrative Assistant+ 5519
Architectural Drafting+ 5208
Automotive Body Repair (Coming 2003) 5461
Automotive Detail (Coming 2003) 5462
Automotive Mechanics (Coming 2003) 5463
Carpentry (Coming 2003) 5464
Child Care 5348
  40-Hour Child Care Worker★
  Child Development Associate (CDA)★◈
Commercial Art 5017
Commercial Heating and Air Conditioning Tech 5267
Commercial Vehicle Driving
  Tractor Trailer CDL Class A★ 5206
  Truck & Bus CDL Class B★ 5207
Computer Support Specialist 5520
Cosmetology 5357
Customer Service Representative 5045
Diesel Technology 5468
Electrical Drafting+ 5211
Electronic Drafting+ 5212
Electronic Technology+ 5167
Facials Speciality 5355
Gas Engine Service Technology (Coming 2003) 5467
Life, Health & Variable Annuities Agent◈★ 5470
Massage Therapy◈ 5232
Mechanical Drafting+ 5210
Medical Assisting◈ 5236
Medical Secretary 5084
Nails Technician 5356
Patient Care Assistant★ 5233
(Nursing Assistant, Home Health Aide, Patient Care Assistant)
Property & Casualty General Lines Agent◈ 5469
Public Safety Dispatcher 5455
Real Estate Sales Agent◈ 5499
Residential & Commercial Electricity (Coming 2003) 5465
Structural Drafting+ 5209
Telecommunications Cable Technician 5134
Welding Technology 5460

To take courses not in any of these programs 5000

★Does not require the TABE exam
+Eligible for high school dual enrollment outside high school hours
◈High school standard diploma or GED required

Limited Access programs are also available in the following areas. These programs have special requirements for admission.

Dental Assisting◈5155
Firefighter◈5043
Law Enforcement Officer◈5600
Correctional Officer◈5601
Practical Nursing◈5234
Surgical Technology◈5235

(561) 967-PBCC (7222)

www.pbcc.edu

BELLE GLADE
1977 College Drive
Belle Glade, FL 33430-3699

BOCA RATON
3000 Saint Lucie Avenue
Boca Raton, FL 33431-6490

LAKE WORTH
4200 Congress Avenue
Lake Worth, FL 33461-4796

PALM BEACH GARDENS
3160 PGA Boulevard
Palm Beach Gardens, FL 33410-2893

An Equal Opportunity Institution

APPLICATION INFORMATION AND INSTRUCTIONS

APPLICATION
Complete this form in detail and forward it to the admissions office at the location you plan to attend. International applications must be sent directly to the Lake Worth location. **Incomplete applications will be returned.**

ADMISSIONS PROCEDURE
1. Complete the PSAV application and submit to the Admission Office at the location you plan to attend.
2. Pay $10 to the Cashier's Office to take the TABE test. (If applicable for your program)

   Note: **Students with an AA Degree or higher; students who have successfully completed the College Level Academic Skills Test (CLAST); or students who have already met the minimum cut scores, within the past two years, on the FCELPT (CPT), SAT I or ACT-E are exempt from the exam. Limited Access programs may not allow for TABE exemptions.**
3. Proceed to the Testing Center to schedule the TABE.
4. After receiving the results of the TABE, you may register for the program. Students who do not achieve the minimum basic skills required for their program must do so by the completion of the program.

RECORDS & TRANSCRIPT
Any student falsifying their application or records will be subject to immediate dismissal without a refund. All credentials submitted become the property of the College and cannot be returned.

FINAL ACCEPTANCE
Even though you may receive a conditional acceptance and be permitted to register for classes, final acceptance is contingent upon receipt of all required documents, including official high school transcript, GED transcript, or transcript of all previous college work attempted. Official documents are those mailed directly from your previous institution to PBCC.

CAREER CENTER
If you are unsure of your program of study or career objectives, or are in need of a job, contact the Career Center on the location you plan to attend.

DISABLITY SUPPORT SERVICES
Students with documented disabilities may self-identify and request accommodations by contacting the campus Disability Support Services advisor: Belle Glade—561-993-1125; Boca Raton—561-862-4316; Lake Worth—561-868-3046; Palm Beach Gardens—561-207-5345.

ALL INFORMATION MUST BE COMPLETE AND ACCURATE.

1. **U.S. SOCIAL SECURITY NUMBER**
   (Students who do not have a social security number or who choose not disclose, will be assigned a student number). This number is used in federal and state reports only.
2. **NAME**
   Exact legal name. Include all names under which materials will be sent. Print clearly.
3. **LOCAL ADDRESS**
   Address where you will be living while attending PBCC.
4. **PERMANENT ADDRESS**
   Permanent home address.
5. **HOME TELEPHONE NUMBER**
   Include area code.
6. **WORK NUMBER**
   If applicable. Include area code.
7. **E-MAIL ADDRESS**
   If applicable.
8. **GENDER**
   This information is used in federal and state reports only.
9. **RACE/ETHNIC ORIGIN**
   Required for Office of Civil Rights reports. This information is voluntary and will not be used for discriminatory purposes.
10. **PRIMARY LANGUAGE**
    The language you use more than 50% of the time.
11. **DATE OF BIRTH and PLACE OF BIRTH**
    This is used in federal and state reports only. Include month, day and year, and state or country.
12. **ENROLLMENT STATUS**
    Indicate appropriate status.
13. **LOCATION**
    The location designation is the location where your records will be retained. Transcript(s) should be mailed to the location you have indicated.
14. **ADMISSION DATE**
    Enter the year and check the term that you plan to take your first class.
15. **STUDENT PROGRAM OBJECTIVE** (Refer to cover for codes)
    Indicate your intended PBCC program of study.
16. **CITIZENSHIP**
    Indicate your citizenship status. Resident Aliens must submit copies of both sides of their Resident Alien Card and write their Alien Number on #11 on the back of the application. International students and other non-U.S. citizens must submit copies of their immigration papers or visas.
17. **FIRST-GENERATION COLLEGE STUDENT**
    This is used for reports only.
18. **HIGH SCHOOL**
    Indicate the name and request an official transcript from the last high school attended. **This must be a standard diploma.**

    GED
    Indicate the state and date issued. Official transcript of scores must be sent directly to PBCC from issuing agency.
19. **COLLEGE/UNIVERSITY**
    Indicate the name and request an official transcript from all colleges and universities attended. Omission of any previous institutions constitutes falsification of records and voids application.

APPLICATION FOR ADMISSION

Post Secondary Adult Vocational (PSAV) Certificate Programs

pbcc Palm Beach Community College

Please Type or Print Clearly

1. **U.S. SOCIAL SECURITY NUMBER / PBCC STUDENT ID** ___ ___ ___ - ___ ___ - ___ ___ ___ ___
   or
   ☐ **DO NOT HAVE U.S. SOCIAL SECURITY NUMBER**
2. **NAME** ☐Mr. ☐Mrs. ☐Ms. _____
   Last First Middle/Maiden Suffix
   Please list all previous names under which documents may be sent _____
3. **LOCAL ADDRESS** _____
   Number and Street Address City
   _____
   County (or Province) State Zip Code
4. **PERMANENT ADDRESS** ☐ Check here if same as local address
   _____
   Number and Street Address City County (or Province) State Zip Code

5. **HOME TELEPHONE**
   ( ) _____
6. **WORK TELEPHONE**
   ( ) _____
7. **E-MAIL ADDRESS**
   _____@_____
8. **GENDER**
   ☐ Female (F) ☐ Male (M)
9. **RACE/ETHNIC DATA. Please check all that apply.**
   ☐ American Indian/Alaskan Native (I)
   ☐ Asian (A)
   ☐ Native Hawaiian or Pacific Islander (P)
   ☐ Black (B)
   ☐ White (W)

   Is your ethnic heritage Hispanic? (H)
   ☐Yes ☐ No
10. **IS ENGLISH YOUR PRIMARY LANGUAGE?** ☐ Yes ☐ No
    If no, what is your primary language? _____
11. **DATE OF BIRTH** ____/____/____
    Month Day Year
    State or Country of Birth _____
12. **ENROLLMENT STATUS**
    ☐ High School/Ged Graduate (NH)
    ☐ Transfer (NT)
    ☐ Transient (NT)
    ☐ Readmission to PBCC (RH or RT)
    ☐ Dual Enrolled High School Student (ND)
    ☐ Early Admission High School Student (NE)
13. **LOCATION**
    ☐ Belle Glade (3) ☐ Boca Raton (5)
    ☐ Lake Worth (1) ☐ Palm Beach Gardens (2)
14. **ADMISSION DATE**
    Year **2**____
    ☐ Fall (1) ☐ Spring (2) ☐ Summer (3)
15. **STUDENT PROGRAM OBJECTIVE**
    (See Cover for Codes)
    ☐ Vocational/Certificate code **5**____
16. **CITIZENSHIP**
    ☐ U. S. Citizen (C)
    ☐ Permanent Resident Alien (P)
    ☐ Asylee or Refugee Alien (A)
    ☐ F-1 Visa Student (F)
    ☐ Other, Non-Citizen (X)
    Home Country _____
17. **Hint Word** (A word to identify you in case you forget your PIN) _____

17. **ARE YOU A FIRST-GENERATION COLLEGE STUDENT** (Neither of your parents have a four-year college degree)? ☐ Yes (X) ☐ No

18. **HIGH SCHOOL or GED (Please indicate below your high school completion level)**
    ☐ Standard High School Diploma ☐ Special Diploma ☐ Certificate of Completion ☐General Education Diploma (GED) ☐ Other

NAME OF SCHOOL	CITY/STATE	LANGUAGE of GED	DATE OF GRADUATION

19. **COLLEGE/UNIVERSITY (List all postsecondary colleges or universities you have attended. Omission of any constitutes falsification of records and voids application.)**

NAME OF INSTITUTION	CITY/STATE	DATES	DEGREE	CREDIT

I agree to the release of any transcripts and test scores to this institution, including but not limited to, any SAT, Achievement Test and ACT score reports that this institution may request from other institutions, the College Board or ACT. PBCC may release copies of my official PBCC transcript to other institutions to which I make application. No further authorization is necessary. **I understand that falsification or omission of any information may result in my rejection or dismissal by the College.**

_____ _____
Student's Signature Date

Students are responsible for all information contained on their applications. Read and complete residency information on reverse side of this page. **Applicants who omit this information will be classified as non-residents for tuition purposes.**

RESIDENCE CLASSIFICATION

A Florida "resident for tuition purpose" is a person (or a dependent person whose parent or legal guardian) who has established and maintained legal residence in Florida for at least the last 12 consecutive months. Residence in Florida must be a bonafide domiciliary rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. Other persons not meeting the 12 month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature [Florida Statue 240.1201(2)(a)]. All other persons are ineligible for classification as a Florida "resident for tuition purposes."

To qualify as a Florida "resident for tuition purpose", you must be a U.S. citizen, permanen resident alien or a legal alien granted indefinite stay by the Immigration and Naturalization Ser vice. Living in or attending school in Florida will not, in itself, establish legal residence. Student who depend on out-of-state parents for support are presumed to be legal resident of the sam state as their parents unless one parent has established legal residence in Florida for more tha 12 months. Residence in Florida must be for the purpose of establishing a permanent home an not merely incident to enrollment at an institution of higher education. Documents supporting th establishment of legal residence must be dated, issued or filed 12 months before the first day o classes of the term for which a Florida resident classification is sought.

DEFINITIONS

DEPENDENT: A person for whom 50 percent or more of his/her support is provided by another as defined by the Internal Revenue Service.
INDEPENDENT: A person who provides more than 50 percent of his/her support.
(A copy of your most recent tax return or other documentation may be requested to establish dependence/independence.)

FLORIDA RESIDENT FOR TUITION PURPOSES AFFIDAVIT

(IF YOU DO NOT QUALIFY, SIMPLY SIGN THE NON-FLORIDA RESIDENT SECTION BELOW)

☐ 1. I am an independent person and have maintained legal residence in Florida for at least the last 12 consecutive months.

☐ 2. I am a dependent person and my parent or legal guardian has maintained legal residence in Florida for at least the last 12 consecutive months.

☐ 3. I am a dependent person who has resided for the last five years with an adult relative other than my parent or legal guardian and my relative has maintained legal residence in Florida for at least the last 12 consecutive months. (Documentation Required)

☐ 4. A Florida public college/university declared me a resident for tuition purposes. Name of institution_____ (Documentation Required)

☐ 5. I am married to a person who has maintained legal residence in Florida for at least the last 12 consecutive months. I have established legal residence and intend to make Florida my permanent home. (Copy of marriage certificate required and proof of current Florida residency)

☐ 6. I abandoned my Florida domicile less than 12 months ago, and am now re-establishing Florida legal residence.

☐ 7. According to the United States Immigration and Naturalization Service, I am a permanent resident alien or other legal alien granted indefinite stay. I have maintained domicile in Florida for at least the last 12 consecutive months. (Copy of INS documentation required.)

☐ 8. I am a member of the armed services of the United States and am stationed in Florida on active military duty pursuant to military orders, or whose home of record Is Florida [or I am the member's spouse or dependent child]. (Copy of military paper work required.)

☐ 9. I am a full-time instructional or administrative employee employed by a Florida public school, community college or Institution of higher education [or I am the employee's spouse or dependent child]. (Copy of employment verification required.)

☐ 10. I am part of the Latin American/Caribbean scholarship program. (Documentation required.)

☐ 11. I am a qualified beneficiary under the terms of the Florida Pre-Paid Postsecondary Expense Program (S.240.551, F.S.). (Copy of card required.)

☐ 12. I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the F.S.U. Panama Canal Branch [or I am the student's spouse or dependent child].

☐ 13. I am a full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training. (Documentation Required)

☐ 14. I am a full-time student participating in a Linkage Institute. (S.240.137, F.S.) (Documentation Required)

ATTACH COPIES OF DOCUMENTATION INDICATED ABOVE--ADDITIONAL DOCUMENTATION (e.g., copies of voter's registration, driver's license, tax returns, deeds, etc.) may be required by the College in some cases. **ALL DOCUMENTATION IS SUBJECT TO VERIFICATION.** Someone other than the applicant (e.g., parent) should complete this affidavit if the applicant is dependent or seeks to be classified as a Florida resident by virtue of a relationship; otherwise, the applicant must complete this affidavit. **PLEASE PRINT:**

1. **Name of Applicant** _____ **2. Student SSN:** _____
(The **CLAIMANT** is the person who is claiming Florida residency, e.g., the applicant (if independent), parent, spouse or legal guardian. **All of the questions below pertain to the claimant.**)
3. **Name of Claimant:** _____ **4. Relationship of Claimant to Applicant:** _____
5. **Permanent Legal Address of Claimant:** _____
6. **Date Claimant Began Establishing Legal Florida Residence and Domicile:** _____ ( ) _____
Telephone Number of Claimant
7. **Claimant's Voter Registration:** State:_____ County: _____ Number: _____ Original Issue Date: _____ mm/dd/yy
8. **Claimant's Drivers License:** State:_____ Number: _____ Issue Date: _____ mm/dd/yy
9. **Claimant's Vehicle Registration:** State: _____ License Tag Number: _____ Issue Date: _____ mm/dd/yy
10. **Citizenship:** ☐ U.S. Citizen ☐ Permanent Resident Alien ☐ Asylee or Refugee Alien ☐ Other _____
11. **Non-U.S. Citizen Only: Resident Alien Number:** _____ **Date Card Issued:** _____ (Copy of both sides of card required)

ADDITIONAL DOCUMENTATION MAY BE REQUESTED BY THE INSTITUTION

I do hereby swear or affirm that the above-named applicant meets all requirements indicated in the category checked above for classification as a Florida "resident for tuition purposes". understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06, Florida Statutes, and that a false statement in this affidavit may subject the above-named student to the penalties for making a false or fraudulent statement.

_____ and of _____ _____
Signature of Applicant in ink Person Claiming Florida Residency if other than Applicant Date

I understand I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted and that if I should qualify for a future term, it will be necessary for me to file the required documentation prior to the beginning of the term in order to be considered for Florida residency classification

NON-FLORIDA RESIDENTS ONLY

_____ _____
Signature in Ink Date

PBCC GENERAL EDUCATION REQUIREMENTS

All General Education requirement courses must be completed with a grade of C or higher to apply to A.A., A.A.S. or A.S. degree programs. General Education course requirements for A.A.S. and A.S. programs are listed in the individual program descriptions in this catalog. Courses that meet Gordon Rule requirements (24,000 written words) are listed with "GR," along with the number of words that each course fulfills, e.g., GR 6,000.

AREA I - COMMUNICATIONS

(A.A. students must complete 9 credit hours in Area I)

A.A. students select one of the following courses:

☐ ENC 1101 College Composition I (GR 6,000)
☐ ENC 1121 Honors College Composition I (GR 6,000)

A.A. students select one of the following courses:

☐ ENC 1102 College Composition II (GR 7,000)
☐ ENC 1122 Honors College Composition II (GR 7,000)
☐ ENC 1141 Writing About Literature (GR 7,000)

A.A. students must complete this course:

☐ SPC 1016 Fundamentals of Speech Communication (GR 2,000)

A.A.S. students can also select from:

☐ ENC 1151 Applied Communications (3)
☐ OST 1332 Business Presentations (3)

AREA II - HUMANITIES

(A.A. students must complete 6 credit hours in Area II)

A.A. students must select one of the following courses:

☐ AML 2010 American Literature to 1865 (GR 3,000)
☐ AML 2020 American Literature after 1865 (GR 3,000)
☐ ENL 2012 English Literature before 1800 (GR 3,000)
☐ ENL 2022 English Literature after 1800 (GR 3,000)
☐ LIT 2090 Contemporary Literature (GR 3,000)
☐ LIT 2110 World Literature before the Renaissance (GR 3,000)
☐ LIT 2120 World Literature after the Renaissance (GR 3,000)
☐ Approved Transfer Literature (Verify course credit with an advisor.)

A.A. students must select one of the following courses:

☐ ARH 1000 Art Appreciation (GR 2,000)
☐ ARH 2050 History of Art (Early) (GR 2,000)
☐ ARH 2051 History of Art (Modern) (GR 2,000)
☐ MUL 1010 Music Appreciation (GR 2,000)
☐ THE 1000 Theater Appreciation (GR 2,000)
☐ Approved Transfer Humanities (Verify course credit with an advisor.)

AREA III - MATHEMATICS

(A.A. students must complete 6 credit hours in Area III)

A.A. students must select two of the following courses:

☐ MAC 1105 College Algebra (GR)(3)
☐ MAC 1114 Trigonometry (GR) (3)
☐ MAC 1140 Precalculus (GR) (3)
☐ MAC 2233 Survey of Calculus (for Business Majors) (GR) (3)
☐ MAC 2311 Calculus with Analytic Geometry I (GR) (4)
☐ MAC 2312 Calculus with Analytic Geometry II (GR) (4)
☐ MAC 2313 Calculus with Analytic Geometry III (GR) (4)
☐ MAP 2302 Differential Equations (GR) (3)
☐ MGF 1106 Liberal Arts Mathematics (GR) (3)
OR [MGF 1111 Geometry (1), MGF 1112 Math Logic (1), and STA 1021 Probability/Statistics (1)]
☐ MGF 1107 Finite Mathematics (GR) (3)
☐ STA 2023 Statistics (GR) (3)
☐ Approved Transfer Mathematics (Verify course credit with an advisor.)

A.A.S. students may also select from the following courses:

☐ MAT 1033 Intermediate Algebra (3)
☐ MTB 1103 Business Mathematics I (3)
☐ MTG 2206 College Geometry (GR) (3)

AREA IV - NATURAL SCIENCES

(A.A. students must complete 9 credit hours in Area IV)

A.A. students must complete this course:

☐ HSC 2100 Health Concepts and Strategies
OR
☐ Approved Transfer Health (Verify course credit with an advisor.)

A.A. students select two (2) of the following courses:

☐ AST 1002 Descriptive Astronomy (3)
☐ AST 1003 Planetary Astronomy (3)
☐ AST 1004 Stellar & Galactic Astronomy (3)
☐ BOT 1010/1010L General Botany and Lab (4)
☐ BSC 1005 Concepts of Biology (Non-Science Major)(3) (Lab BSC 1010L optional)(1)
☐ BSC 1010 Principles of Biology (3)(Lab optional)(1)
☐ BSC 1011/1011L Principles of Biology II and Lab (4)
☐ BSC 1050 Environmental Conservation (3)
☐ BSC 1085/1085L Anatomy and Physiology I and Lab (4)
☐ BSC 1086/1086L Anatomy and Physiology II and Lab (4)
☐ CHM 1015 Principles of Chemistry (3)(Lab optional)(1)
☐ CHM 1040 General Chemistry I (3)
☐ CHM 1041/1041L General Chemistry II and Lab (4)
☐ CHM 2046/2046L General Chemistry III and Lab (4)
☐ GLY 1000 Descriptive Geology (3)
☐ MCB 2010/2010L Microbiology and Lab (4)
☐ OCE 1001 Introduction to Oceanography(3) (Lab Optional)(1)
☐ PHY 1001 Applied Physics (3)
☐ PHY 2048/2048L General Physics with Calculus I and Lab (5)
☐ PHY 2049/2049L General Physics with Calculus II and Lab (5)
☐ PHY 2053 General Physics I (4)
☐ PHY 2054 General Physics II (4)
☐ PSC 1101 Earth Science (3)
☐ PSC 1341 Physical Science for Today's World (3)
☐ ZOO 1010 General Zoology (3)
☐ ZOO 1010L General Zoology Lab (1)
☐ Approved Transfer Science (Verify course credit with an advisor.)

AREA V - SOCIAL SCIENCE

(A.A. students must complete 6 credit hours in Area V)

A.A. students select one of the following courses:

☐ ANT 2000 Anthropology (GR 2,000)
☐ ECO 2013 Principles of Macroeconomics (GR 2,000)
☐ GEO 1010 Principles of Geography and Conservation (GR 2,000)
☐ PSY 2012 General Psychology (GR 2,000)
☐ SYG 1230 American Minorities Today (GR 2,000)
☐ SYG 2000 Introduction to Sociology (GR 2,000)
☐ SYG 2010 American Social Problems (GR 2,000)
☐ Approved Transfer Social Science (Verify course credit with an advisor.)

A.A. students select one of the following courses:

☐ AMH 2010 US History to 1865 (GR 2,000)
☐ POS 1001 Introduction to Political Science (GR 2,000)
☐ POS 1041 Introduction to American Government (GR 2,000)
☐ POS 2112 American State and Local Government (GR 2,000)
☐ Approved Transfer Political Science (Verify course credit with an advisor.)

To get on the right track for graduation, check with an academic advisor on course requirements.